Teacher User Manual

(English Version)

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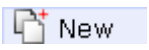
1 Fuction Button List

Button	Function
	Hide / Show Index
	New Folder
	Create File
	Upload
	Edit
	Copy
	Move
	Delete
	Unzip
	Download
	Search
	Main Page
	My Bookmark
	My Personalization
	New
	Organize
	Change Role
	Change Language
	User Support

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2 What kinds of role can an eClass user play?

2.1 Teacher user

A teacher means that this user is responsible for monitoring the eClass room created or assigned to him/her. The Teacher has all the privileges and all the function access rights in the eClass room, including enrolling assistants and students, editing their information, creating and managing the teaching contents, creating and editing bulletins, chat rooms, keeping track of the students' performance etc. However, the teacher cannot delete the eClass room or create another eClass room. This is managed by an appointed system administrator.

2.2 Assistant User

An assistant means that this user has been given certain privileges for this eClass room. The Assistant may be fairly invisible and acts as one of the regular posters, having some control over the contents. This Assistant user account can be created by a teacher user. This Assistant can be switched to be a student or vice versa.

2.3 Student User

A student means that this user has been given a right to access to certain features in the eClass room defined by the Teacher User.

2.4 Guest User

A guest means that this user has been given a right to visit certain functions in the eClass room defined by the Teacher User.

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3 How to log on to eClass?

To log on eClass, you need to have a login ID or an email account of your own. Once your eClass room is created by an eClass administrator, a password will be generated automatically and a confirmation message will be sent to you via the system mail.

3.1 On-the-Net Account Login

eClass On-the-Net user can login from www.broadlearning.com. You need to enter your email address and the password. You may change your password after your first login.

3.2 In a Box Account Login

To login In a Box Account, you may go to the specified URL of your school. Enter the necessary email/login ID and the password and then click login.

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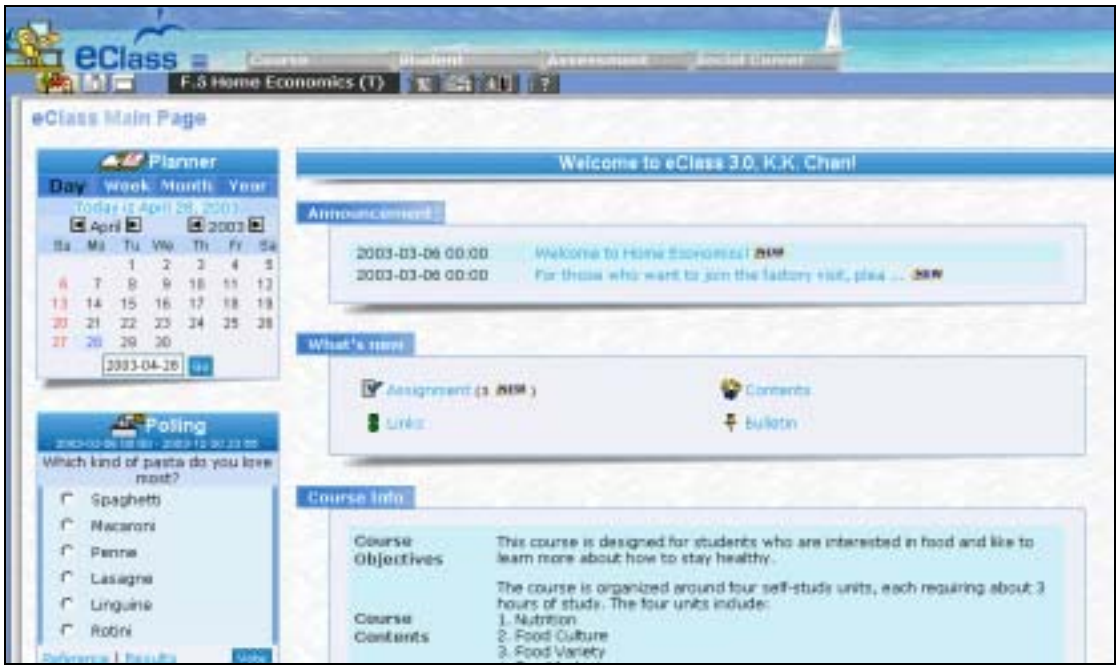
4 What's the presentation structure of eClass?

4.1 Main Page

This is a quick view of all eClass functions: Announcement, What's new, Course Info, Schedule, Site Map, Planner, Class Polling, Personal Menu Bar and Four Tabs.



Site Map
Course
Settings
Main Page Settings is for creating and editing announcements, the course outline, the schedule, and polls. Basic Info is for defining the course. Function Settings is for setting users' access rights, helper management and other settings.
Resources
Resources provides you with a Files area for uploading and managing your files. To bookmark and organize your favourite websites, you can go to Links. To create and record vocabulary for your course, use the Glossary.
Contents
Here is for delivering your course Contents, be they from your Resources or from the Web resources.
Student
Information
Information displays the Class List on which you will find all the members enrolled in this course. You may assign them into different Groups.
Work
You may define, deliver, receive and mark Assignments. Group/individual Projects can be created and marked. Surveys can

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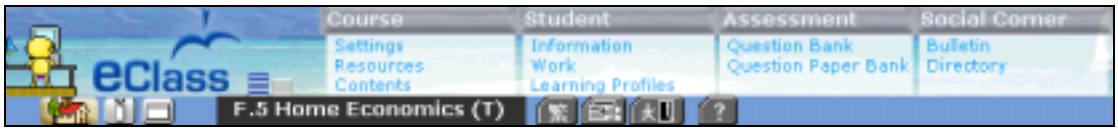
4.2 Four Tabs

In the top frame, you can see four tabs: Course, Student, Assessment, Social Corner. To see what one can do with each tab, slide the tabs open by clicking on them one by one. You will be able to see the related tools on these tabs all at the same time. This is the most important section of navigating eClass.



4.3 Personal Menu Bar

Right under the four tabs is a personal menu bar which you can set up your working environment. You can find the following support tools on the menu bar.

Planner: a tool to notify you of the new messages or items, a tool provides a quick and easy way for you and your students to exchange information about class events, and a tool for you to mark down your personal schedule.

Personal Information: a tool for you to create your personal profile to be displayed in the Course Directory. Please refer to 9.2 for reference.

Bookmark: a tool for you to collect and describe your favourite weblinks and to conduct Web search using the embedded search engines.

Personalization: a tool for you to change the 'skin' of your eClass with a range of choice.

Language: a tool for you to switch the language of the interface into Traditional Chinese or English.

Change Role: a tools for teacher to preview student interface.

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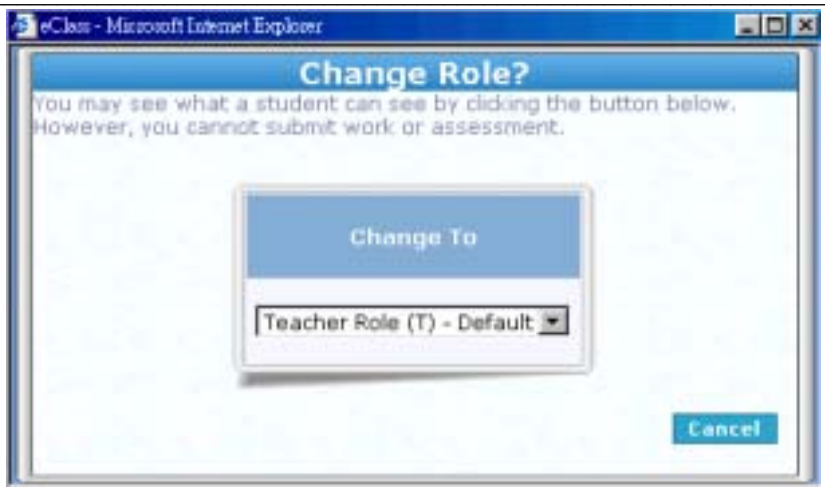
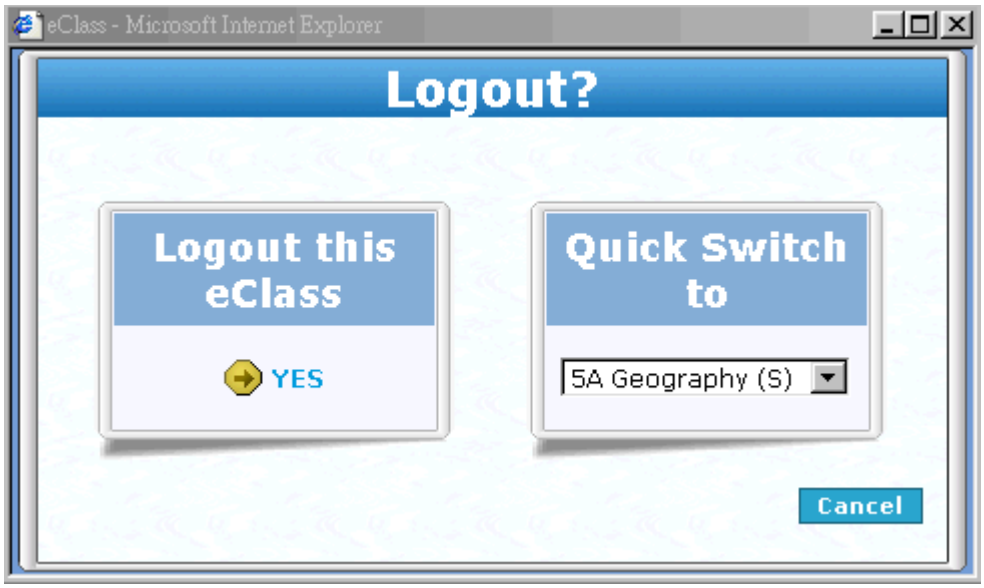

eClass - Microsoft Internet Explorer
Change Role?
You may see what a student can see by clicking the button below.
However, you cannot submit work or assessment.
Change To
Teacher Role (T) - Default
Cancel

Logout: a tool for you to switch to a different classroom or logout eClass. A drop-down list displaying all the eClass rooms that you belong to. You may easily enter any one of the rooms.



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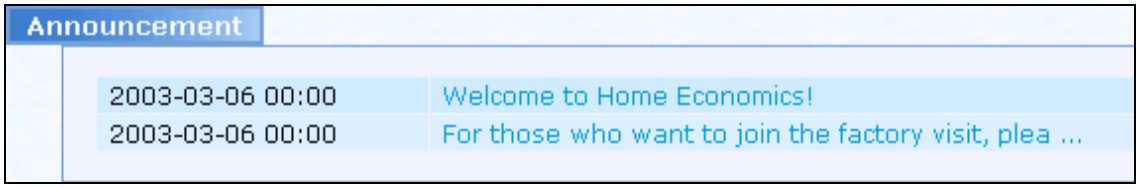
5 Main Page

5.1 Announcement

This is a vehicle for you to disseminate information to other users in this room. Announcement is a read-only function in student mode and it does not allow student users to post announcements.

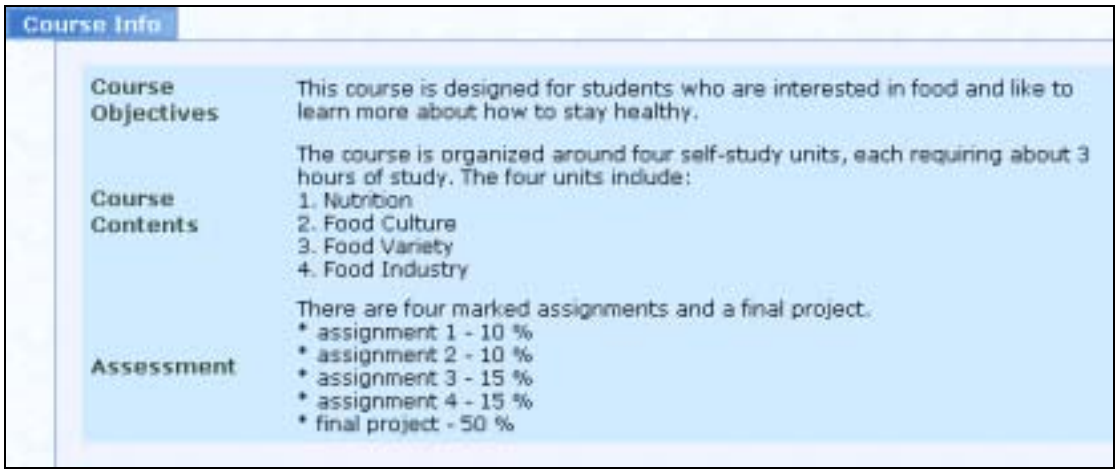


5.2 What's new

This is a summary to notify you of the new messages or items. It provides you with a shortcut to access them simply by clicking on the provided links: Assignment, Contents, Links and Bulletin, the number in blanket shows the number of new items. This is a shortcut for you to enter into eClass main functions.

5.3 Course Info

This is a tool for you to define your course information and the course nature.


Course Info
Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %

5.4 Schedule

This is a place for you to inform the users of the scheduled programmes. The purpose is to show them how this eClass room will run throughout the period assigned for your eClass.

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5.5 Site Map

The Site Map is to help you understand all eClass functions. You may enter into different functions through the shortcut buttons.

Site Map
Course
Settings
Main Page Settings is for creating and editing announcements, the course outline, the schedule, and polls. Basic Info is for defining the course. Function Settings is for setting users' access rights, helper management and other settings.
Resources
Resources provides you with a Files area for uploading and managing your files. To bookmark and organize your favourite websites, you can go to Links. To create and record vocabulary for your course, use the Glossary.
Contents
Here is for delivering your course Contents, be they from your Resources or from the Web resources.
Student
Information
Information displays the Class List on which you will find all the members enrolled in this course. You may assign them into different Groups.
Work
You may define, deliver, receive and mark Assignments.
Group/individual Projects can be created and marked. Surveys can

5.6 Planner

Planner is designed for you to record and view your scheduled events online. You can choose to display any particular event information, which is related to other users in the same room by selecting the **Open to all people on this course** option. For example, you can publish the common meeting/activity as a reminder. You can also hide any personal event from other users by selecting the **Private Use Only** option.

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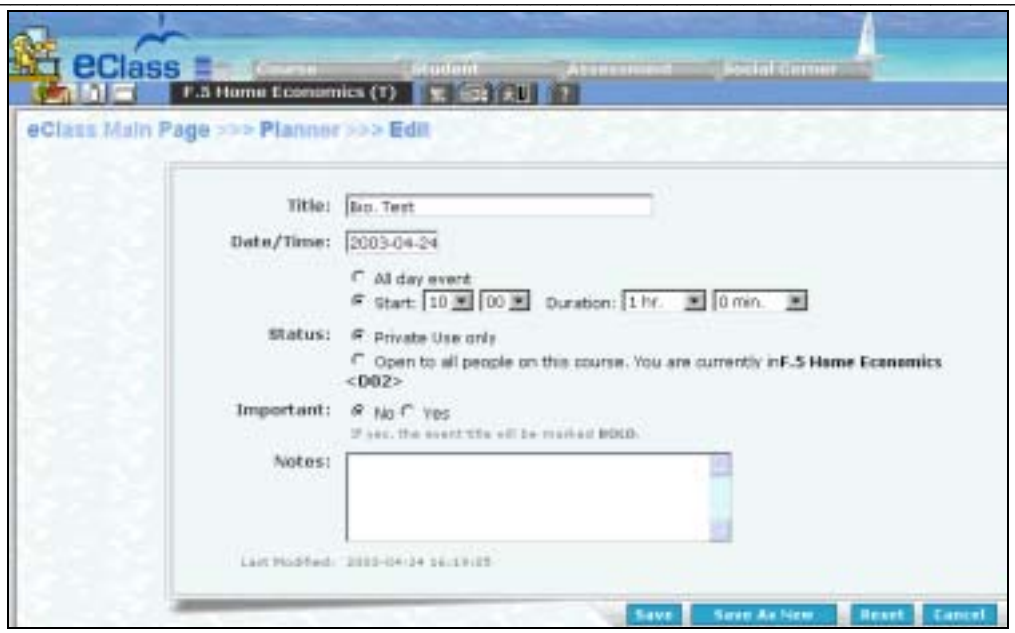
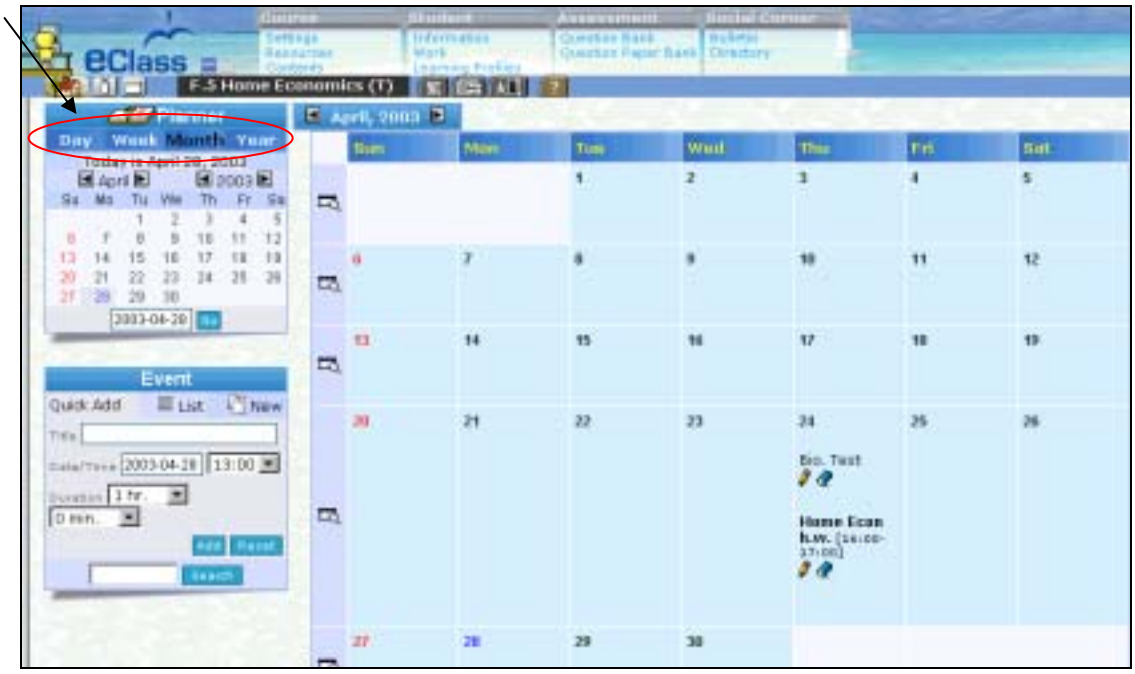


5.6.1 How to view the events?

Click on the **Day/Week/Month/Year** to display the **Planner**. The *Calendar* allows you to view any day, week, month or year by using the control panel on the left. If you, however would like to view all the events only, you may click on the **Event List**. To view the details of an event, click on the title of the event displayed in the Calendar. If you want to contact the person who initiated the event, just click on the person's name and to send an email message right there.

Choose Day/Week/ Month/Year



5.6.2 How to add an event?

There are two methods to add an event: *Quick Add* and *Add Event* The difference between the *Quick Add* and *Add Event* is that *Quick Add* is a short cut but without the options to define event details or to make it public.

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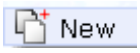
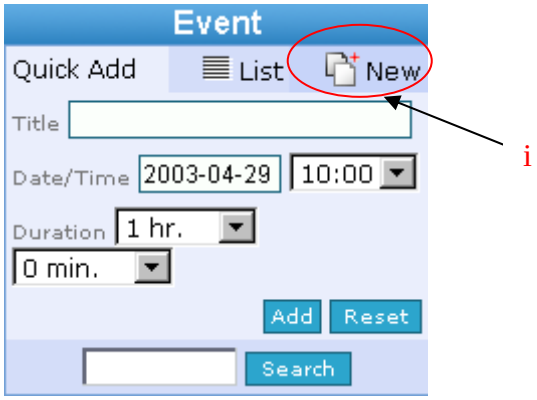
5.6.2.1 Normal Method

i. To insert an event, click the **New**  at the top of the control panel on the left.



ii. Enter the title of the event.

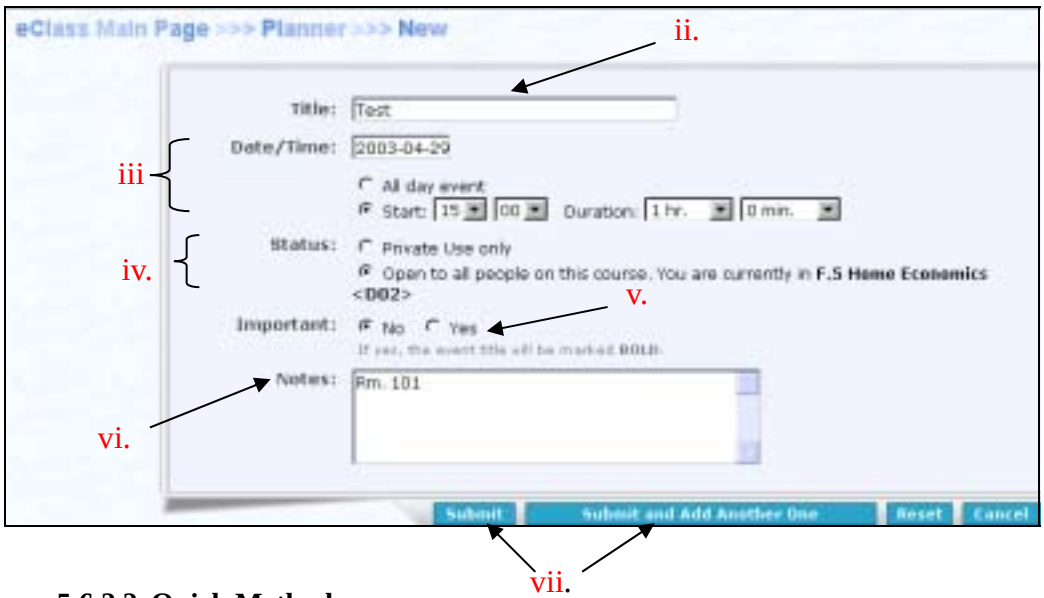
iii. Enter the date, time, and the duration of the event.

iv. Select the **Open to all people on this course** if you want to make this event visible to all users in the same eClass room; otherwise keep it **Private Use only** and this event will be visible to you only.

v. If it is an important event, select **Yes**.

vi. Enter the details of the event in the field of *notes*

vii. Click **Submit** when you have finished, or **Submit and Add Another One** if you want to continue.



5.6.2.2 Quick Method

This method is a shortcut of adding an event. Under the *Quick Add* part at the control panel on the left, enter the event title in the field provided, and choose the date, start-time, and the duration of the event. Click **Add** to complete the addition.

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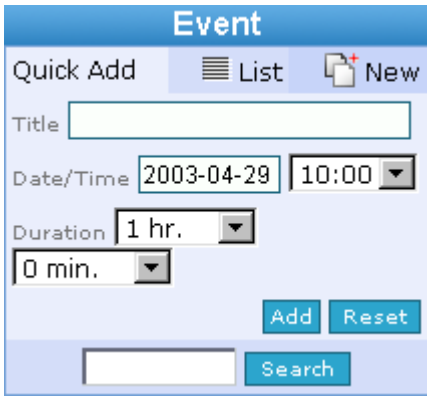
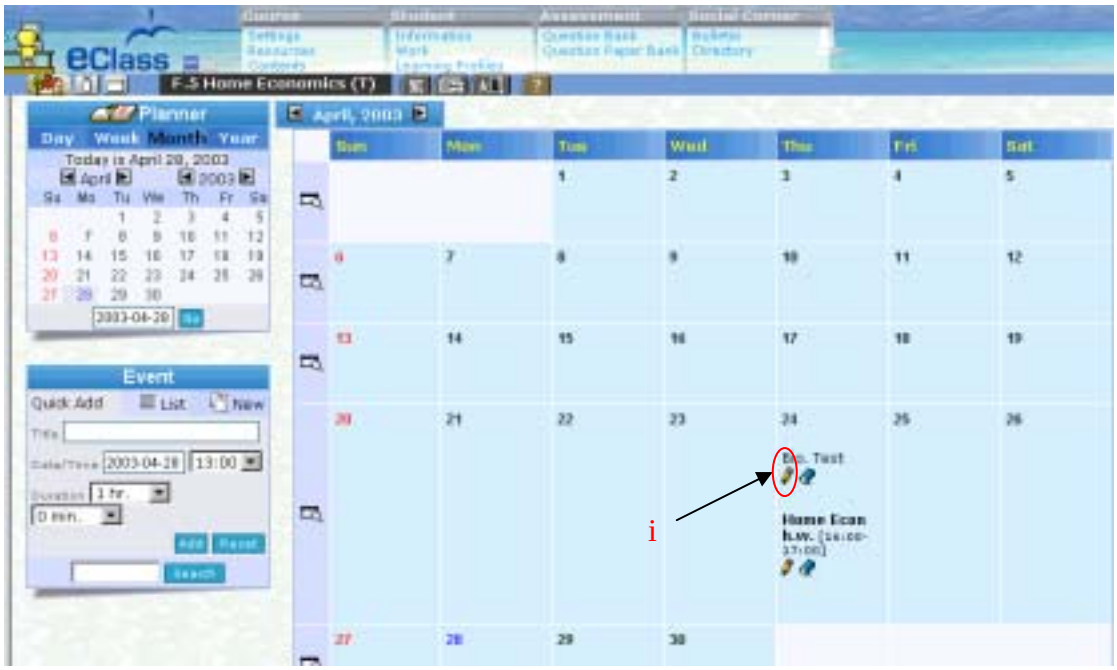
You will immediately see the new event in the calendar.



5.6.3 How to edit the detail of an event?

Please note that you are able to edit those events which were created by you only. You cannot edit other events.

i. On the calendar, choose the event to be amended and click **Edit** icon.



ii. Make the necessary changes.

iii. Click **Submit** to have finished.

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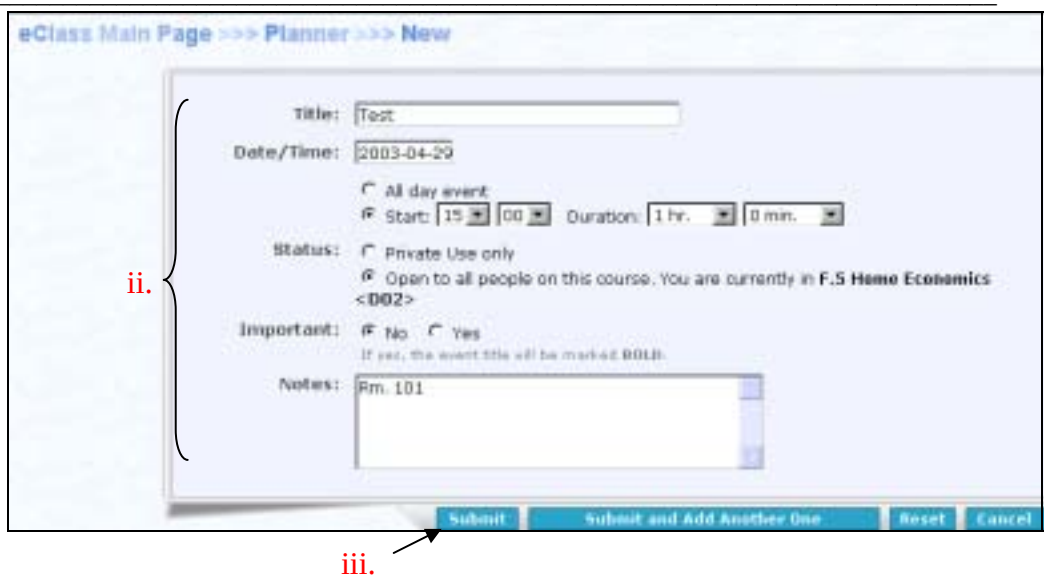
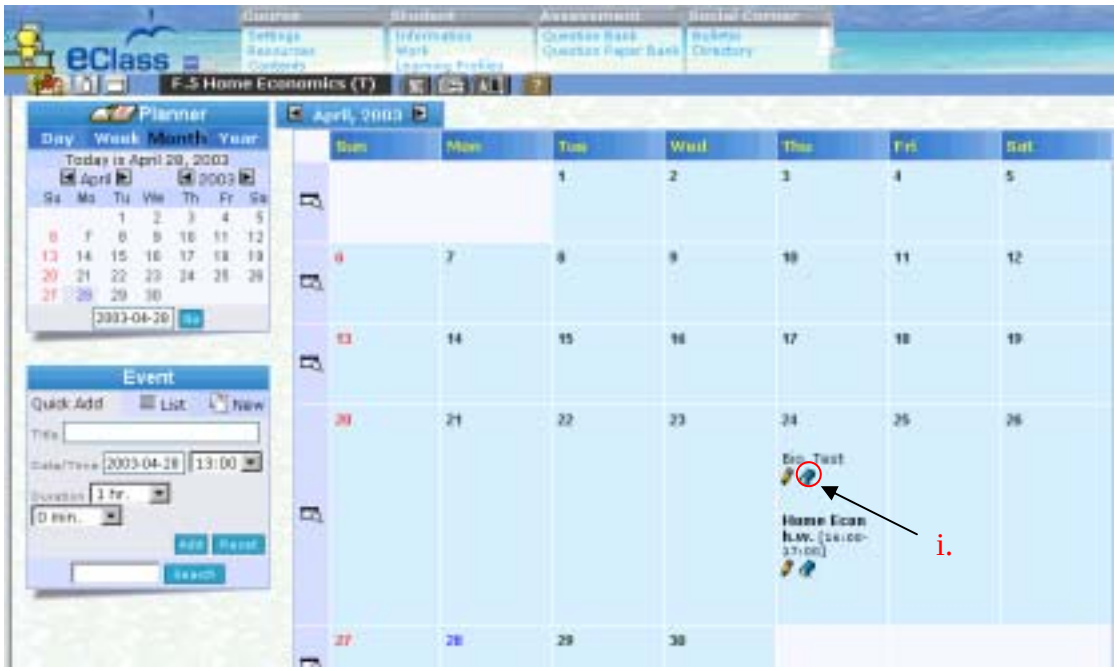


TIPS: If you want to edit an event but forget the date that it takes place, you can use the search function at the top to locate the event. Enter the key words and click **Search**. It will take you to the page displaying all the events containing your key words.Check the box of the specific event and click **Edit**. You can follow the steps of 5.6.3 (ii) and (iii).

5.6.4 How to remove an event?

Please note that you can only able to delete those events which were created by you. You cannot delete other events.

i. On the planner, choose the event to be deleted and click **Delete** icon .



ii. Confirm the deletion and the event will be removed immediately.

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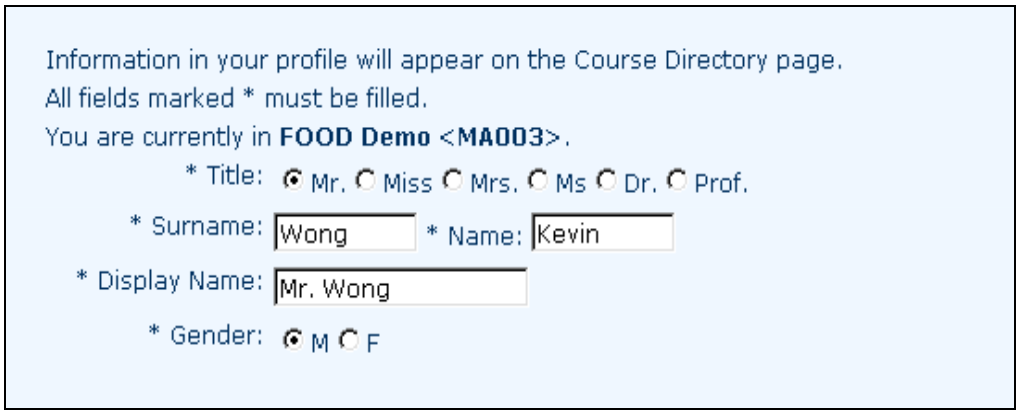
5.7 My Info

TIPS: This function is provided for the On-the-Net users only. For In-a-Box users, please change your personal information with My Account in your school intranet.

There are three sections Under My Info : My Profile, My Picture, Password Setting. All the information you submit here is to be displayed or accessed within this eClass room only.

5.7.1 My Profile

You must fill in the fields of 'Title', 'Surname', 'Name' and 'Display Name' and Gender. This is the basic information to be shown on the Course Directory (Refer to 9.2) page.


Information in your profile will appear on the Course Directory page.
All fields marked * must be filled.
You are currently in FOOD Demo <MA003>.
* Title: Mr. Miss Mrs. Ms Dr. Prof.
* Surname: Wong
* Name: Kevin
* Display Name: Mr. Wong
* Gender: M F

The basic information is visible to other users in this eClass room. Additional information below the horizontal line, by default, is invisible to other users. To show them, you can check the box to publicize the information. Click **Save** to update the profile.

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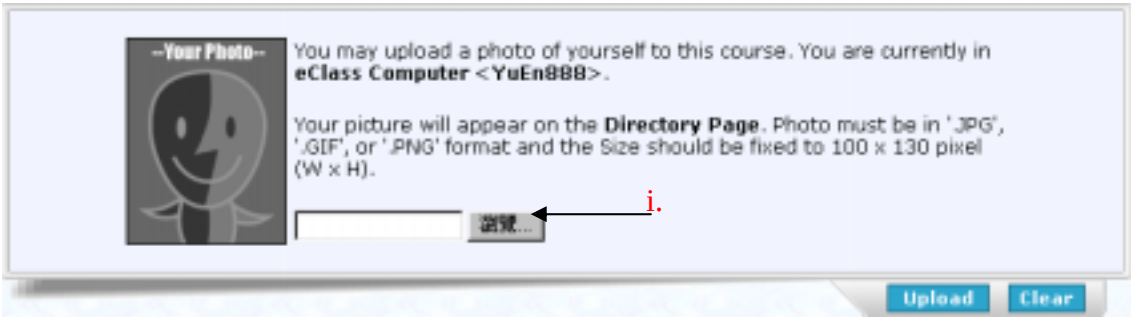
TIPS: To better use this channel, you may include information on your learning objectives, family, hobbies and activities if you are on a distance learning course. The purpose is to create a warm atmosphere in this room. If, however, you are on a professional development course, you may consider including your visions, career goals, and qualifications. This can help to present yourself in a professional manner!

5.7.2 My Picture

You may upload a photo of yourself to help people remember you. The picture will appear on the Directory page under Course Tab. Please note that the photo must be in '.JPG', '.GIF' or '.PNG' format and the size should be fixed to 100 x 130 pixels (W x H) to avoid distortion.

i. Click **Browse** to locate the picture from your computer.


--Your Photo--
You may upload a photo of yourself to this course. You are currently in eClass Computer <YuEn888>.
Your picture will appear on the Directory Page. Photo must be in '.JPG', '.GIF', or '.PNG' format and the Size should be fixed to 100 x 130 pixel (W x H).
i.
Upload
Clear

ii. Select the picture file and click **Open** in the popup window.

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iii. Click **Upload** to upload the picture to eClass.

--Your Photo--
You may upload a photo of yourself to this course. You are currently in eClass Computer <YuEn888>.
Your picture will appear on the Directory Page. Photo must be in 'JPG', '.GIF', or '.PNG' format and the Size should be fixed to 100 x 130 pixel (W x H).
Upload
Clear
iii.

You may go to Social Corner/Directory page to see how you look like. If you want to choose another picture, repeat steps i to iii.

5.7.3 Change Password

On-the-Net user can change password here, enter the old password and new password. Click **Change** when you have finished. In-a-Box user can change password in School Intranet>My Account.

5.8 Bookmark

Bookmark is an archive for you to save all the useful links. You can access all these links no matter which eClass room you are in and they are for your own reference only. If you want to share the links with other users (e.g. your students) in this eClass room, you need to first go to “Resources>Links” and use the Import function there to retrieve what you

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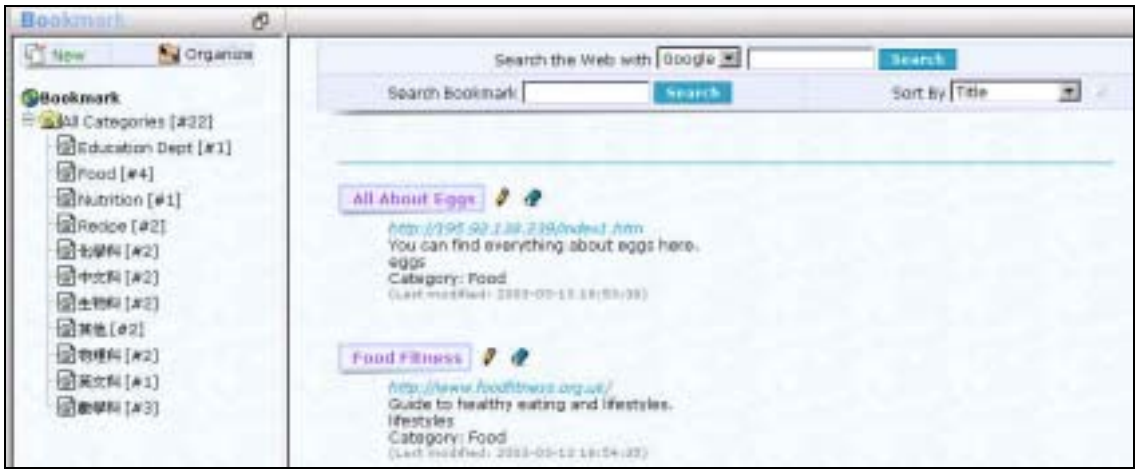
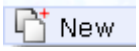
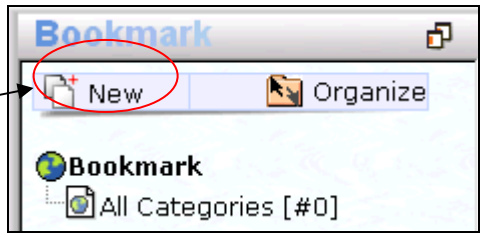
have saved in this Bookmark.



5.8.1 How to bookmark a link?

i. Click **New** 

i.



ii. Enter the Category, Title, and the URL of the link.

iii. Enter a keyword in Keyword field for future searching purpose.

iv. Write a little description about the link. The description can be your feedback or your evaluation on the web link.

v. Click **Save** when you have finished.

5.8.2 How to edit a link?

i. Click **Edit** next to the link that you intend to edit.

ii. Make the necessary changes .

iii. Click **Save** when you have finished.

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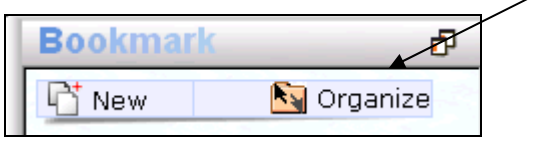
5.8.3 How to delete a link?

Click **Delete** next to the link that you intend to delete.

5.8.4 How to duplicate your bookmarks?

You may access your bookmark in other eClass rooms of your own provided that you are using the same email login (teacher account). If you somehow have eClass room (e.g. eClass Room A) which needs a different email login (i.e. another teacher account) and you want to access your existing bookmark of your eClass Room B, what you need to do is to duplicate your bookmarks using the export and import functions in Bookmark. *Export* means formatting your bookmarks to be text based and organizing them in a list order. *Import* means converting your text-based bookmarks into bookmarks with eClass format.

i. Click Organize



ii. To export, click **Export**.

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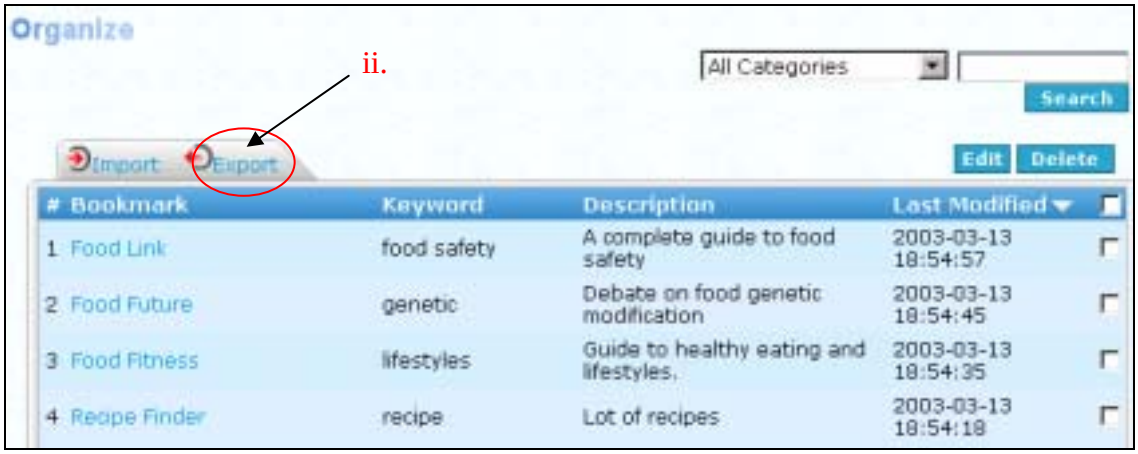
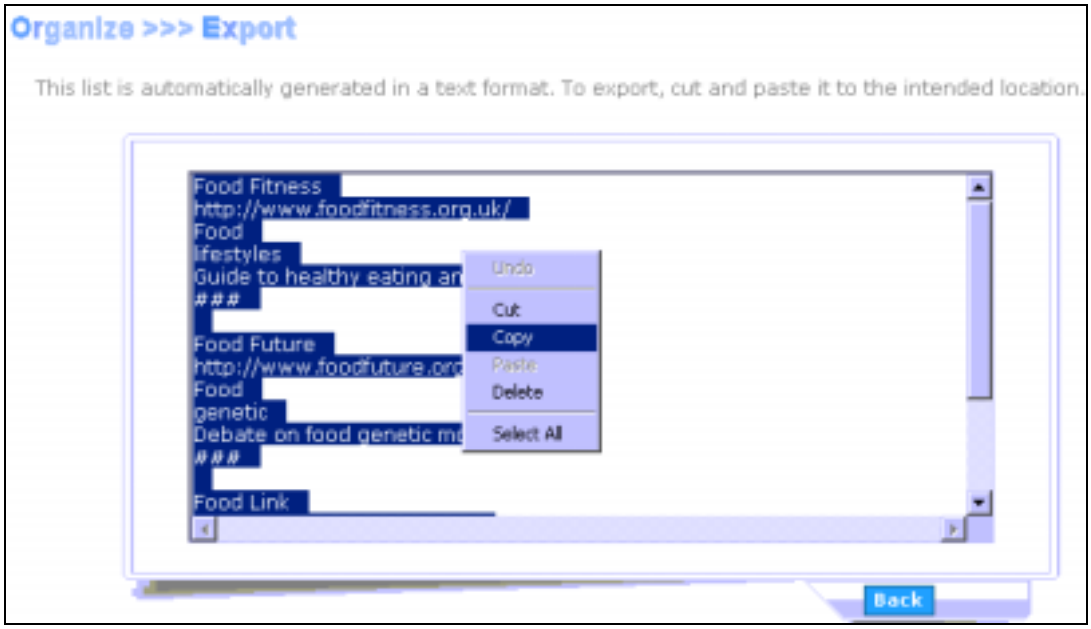
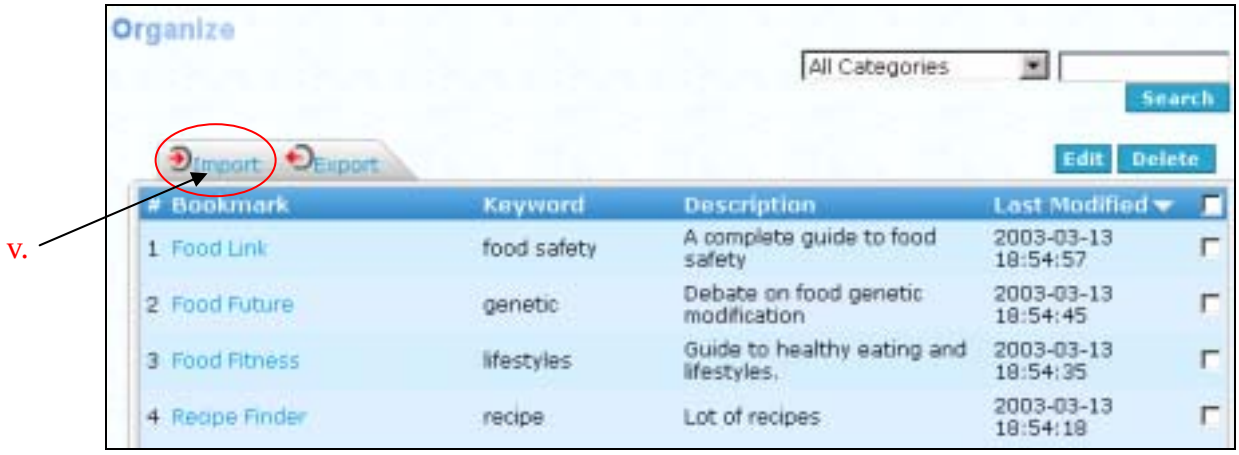


iii. You will see the bookmark automatically generated in a text file. Delete any links that you do not want to export if necessary. Highlight the links that you want to export. Right click your mouse and copy them first.



iv. Exit this eClass room. Go to another eClass room with a different login that you intend to import those links.

v. In that eClass room, under Bookmark, click **Import**.



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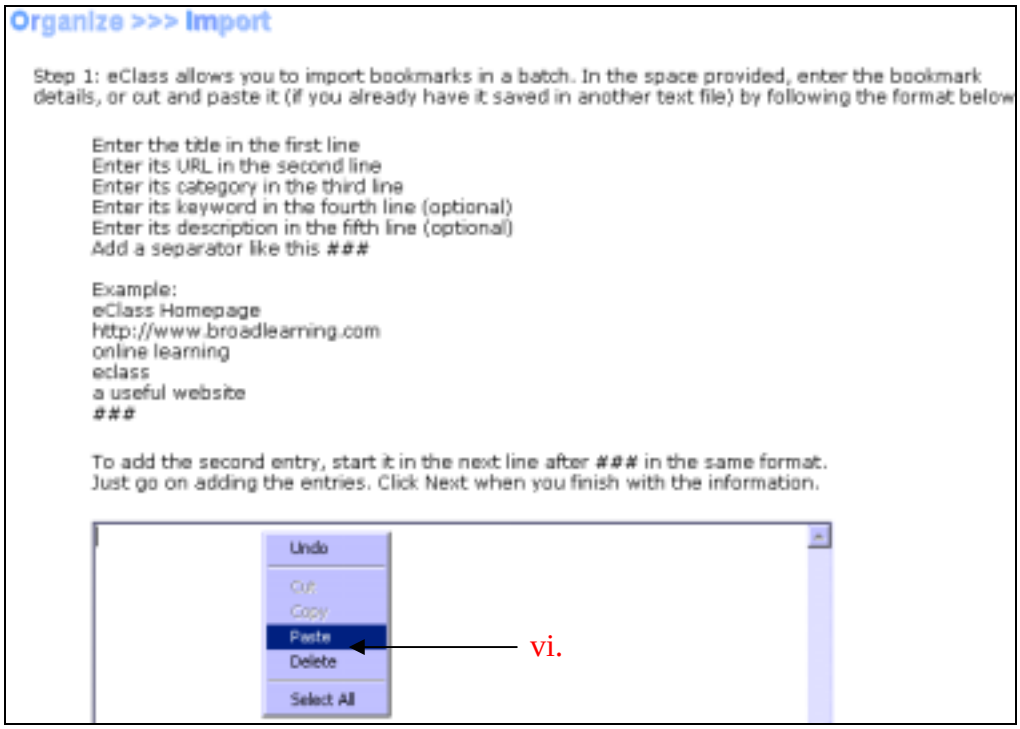
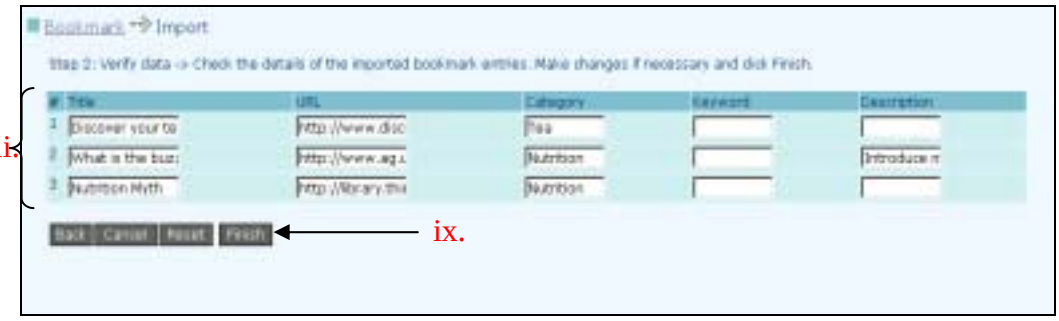
vi. In the space provided, right click your mouse and paste the copied links there.


Organize >>> Import
Step 1: eClass allows you to import bookmarks in a batch. In the space provided, enter the bookmark details, or cut and paste it (if you already have it saved in another text file) by following the format below
Enter the title in the first line
Enter its URL in the second line
Enter its category in the third line
Enter its keyword in the fourth line (optional)
Enter its description in the fifth line (optional)
Add a separator like this ###
Example:
eClass Homepage
http://www.broadlearning.com
online learning
eclass
a useful website
###
To add the second entry, start it in the next line after ### in the same format.
Just go on adding the entries. Click Next when you finish with the information.
Undo
Cut
Copy
Paste
Delete
Select All
vi.

vii. Click **Next** to continue.

viii. Verify the data or make any necessary changes.

ix. Click **Finish** when you have finished.



5.8.5 How to search a link?

There are two searching functions in Bookmark: one is for external searching over the Web using the embedded search engines; another one is for internal searching within your own Bookmark.

5.8.5.1 External Searching

i. Select a search engine you prefer in the drop list next to Search the Web with.

ii. Enter a keyword you intend to search for in the space provided next to Bookmark Search.

iii. Click **Search** and you will see the search results in a pop up window.

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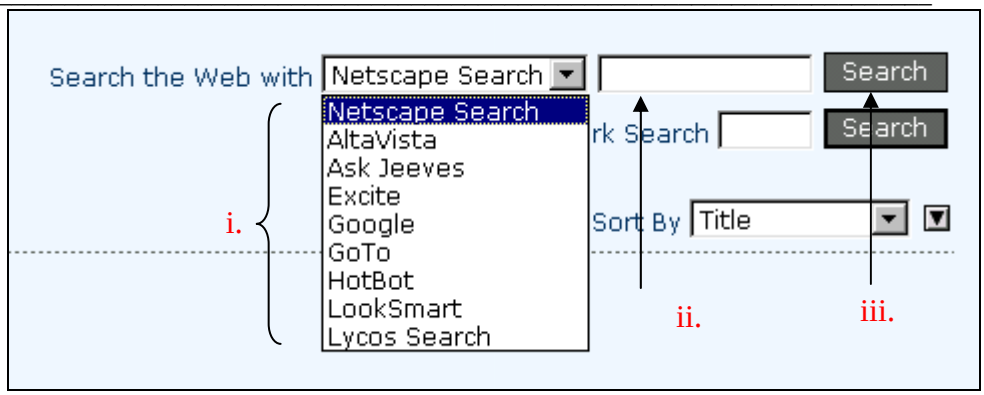


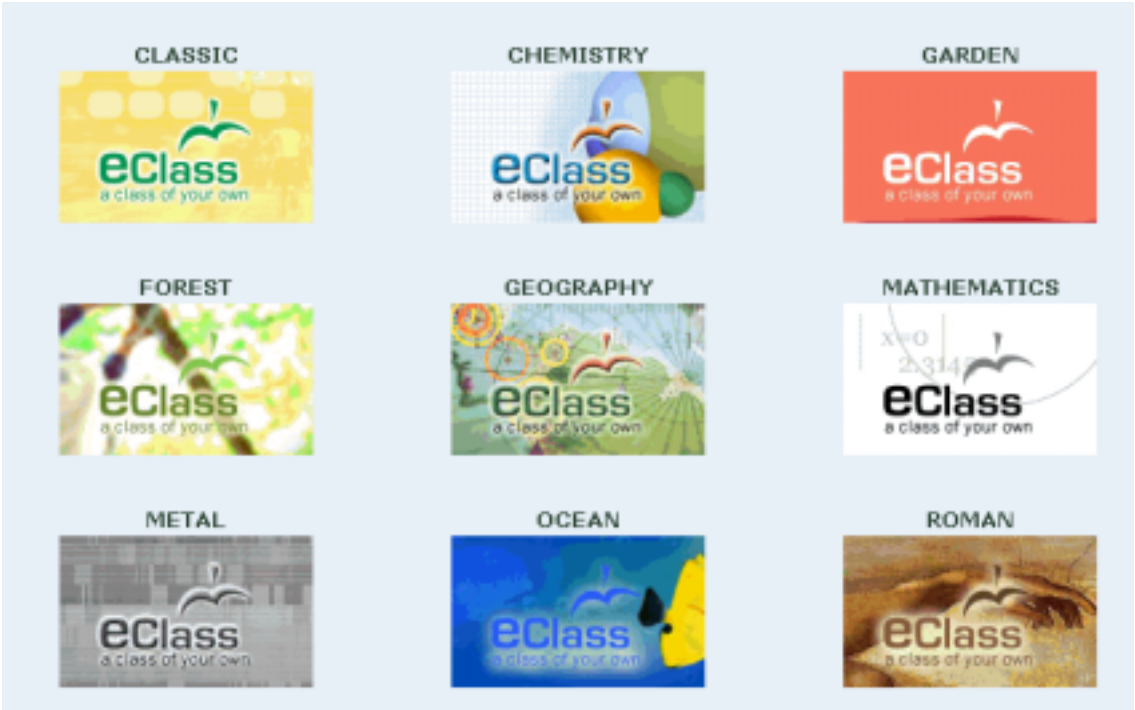
5.8.5.2 Internal Searching (Bookmark Search)

i. Enter a keyword of the link you intend to search for in the space provided next to Bookmark Search.

ii. Click **Search**. The results will be shown in the next page.

5.9 Personalization

In order to make your eClass more personalized, you can select skins for your own eClass. You may choose a different skin for a different eClass room. To select a skin, go to on the Personal Menu Bar, you will see a range of skins available for you to choose from. Click on the skin you like and your eClass room will be changed immediately.



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6 Course

6.1 Settings

You can perform 3 functions using Settings: Main Page Settings, Basic Info and Function Settings.

You may defining the course name and its detail, uploading your course logo, selecting the default language for your eClass room, enabling/disabling eClass functions for Assistant User and Student User.

6.1.1 Main Page Settings

The purpose of this function is to provide brief information about your eClass room to your users and other visitors who happen to come across the directory of your eClass. This is particularly useful if you want to let other visitors know a little bit about the nature of your course or if you plan to introduce your eClass room to the potential users. This page is structured and made up of four kinds of information Teacher(s)' and Assistant(s)' names and email, Announcement, Schedule, Outline, and Polling.

6.1.1.1 Announcement

This is a vehicle for you to disseminate information to other users in this room. Announcement is a read-only function in student mode and it does not allow student users to post announcements.

How to create an announcement?

You can make announcements to all the users in your eClass room.

i. Click on the edit icon of the Announcement box.

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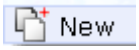
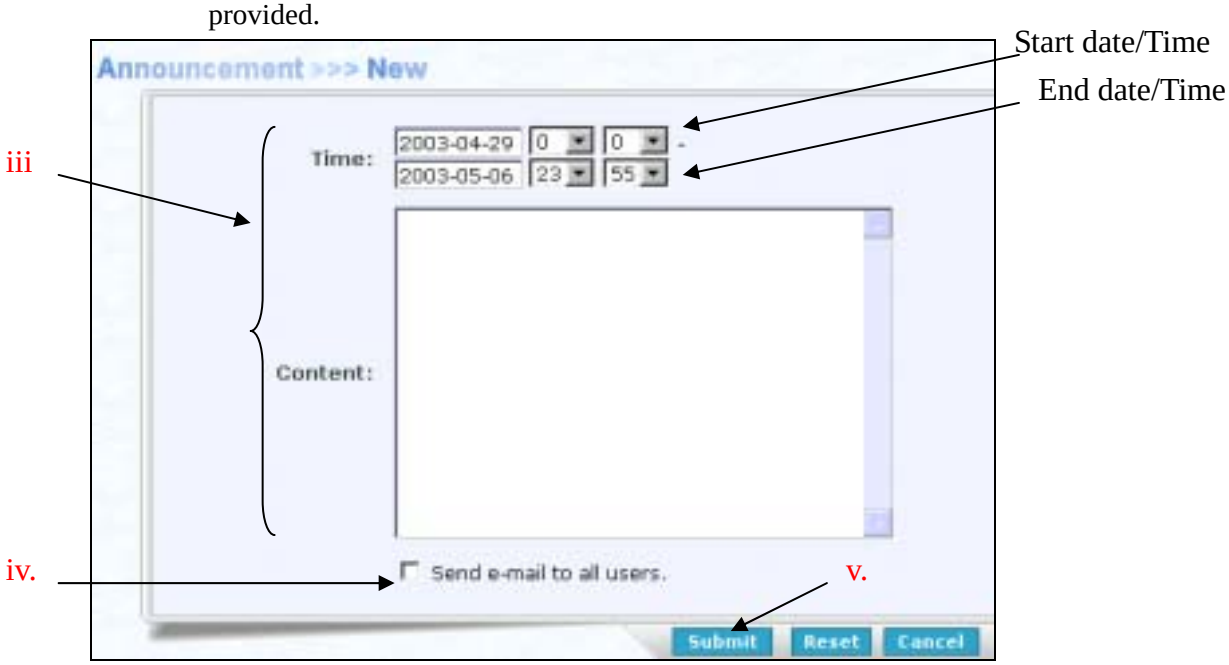
ii. Click on the New icon  for making a new announcement.

iii. Define the time period and type your announcement in the space provided.



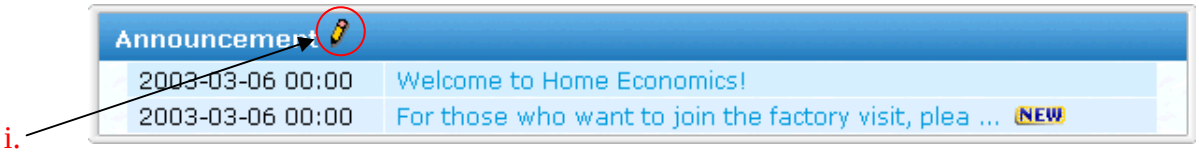
iv. (Optional) Check the box 'Send email to all users' to ensure nobody misses the announcement.

v. Click **Submit** after you have finished.

TIPS: eClass supports hyperlink format. You may add any URL in this announcements to refer the users to the relevant website easily. They can access the website right away by clicking on the URL.

How to edit an announcement?

i. Click on the edit icon of the Announcement box.



ii. Check the box of the specific announcement and click the **Edit** button.

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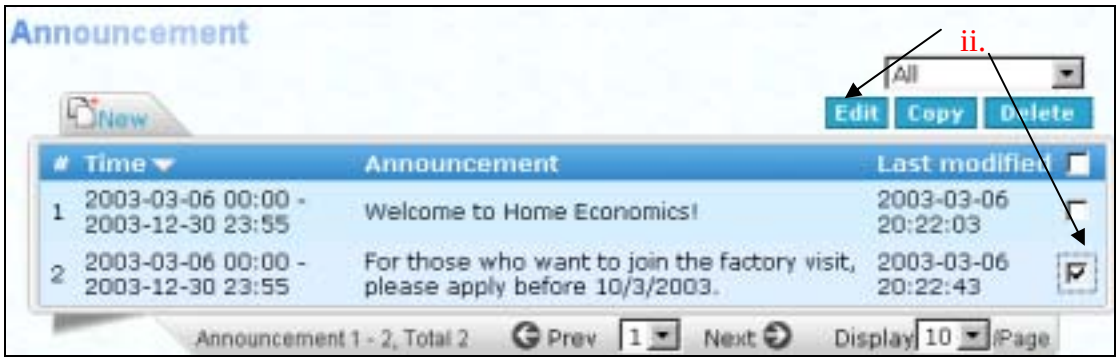
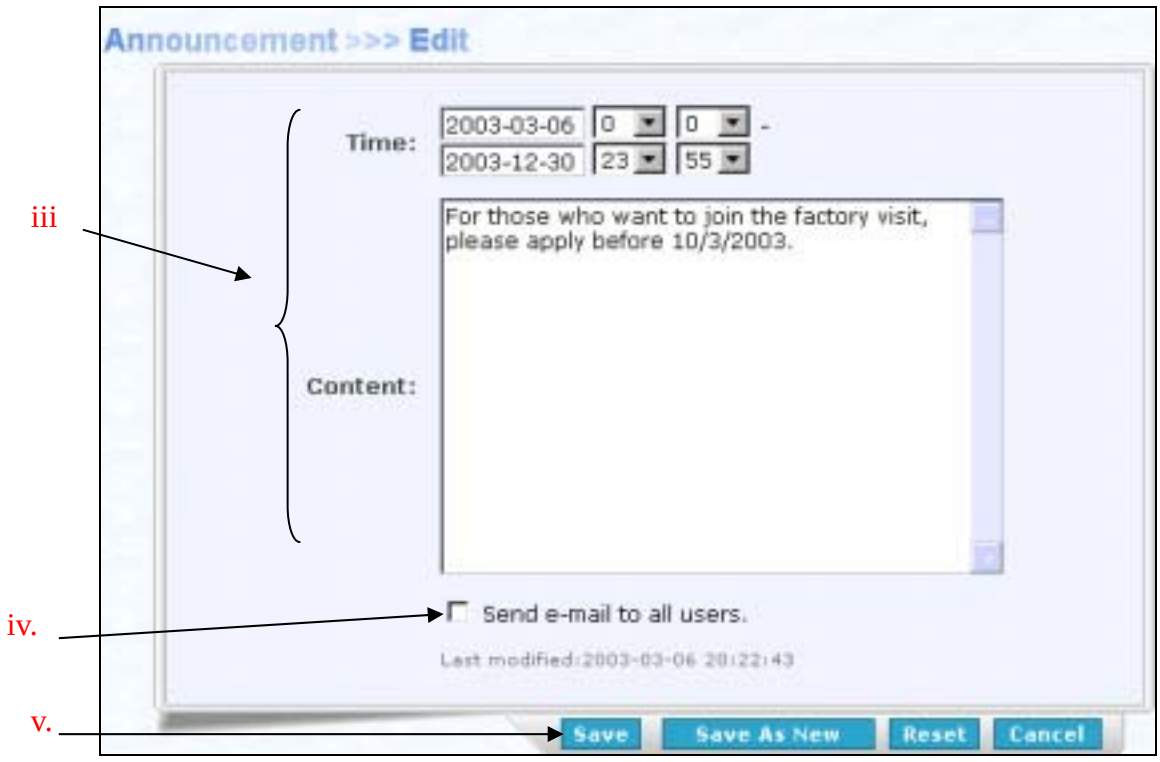


iii. Make the necessary changes in the popup window.



iv. Alert users by clicking **Send e-mail to all users**

v. Click **Save** when you have finished.

TIPS: If you want to create an announcement of which the information is similar to the previous announcement you made, you may go through step i to iii, but save that particular announcement as a new one by clicking the **Save As New** button. In so doing, you can keep the old announcement and create a new announcement with similar and modified information.

How to delete an announcement?

i. Click on the editing icon of the Announcement box.

ii. Check the box of the specific announcement and click the **Delete**

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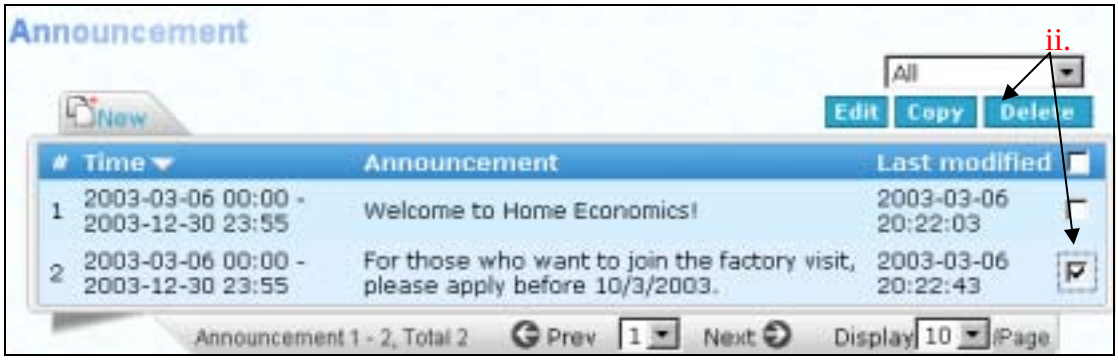
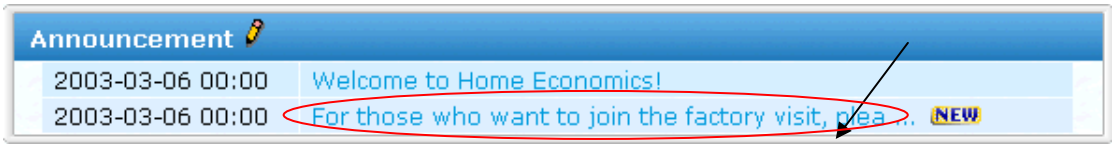
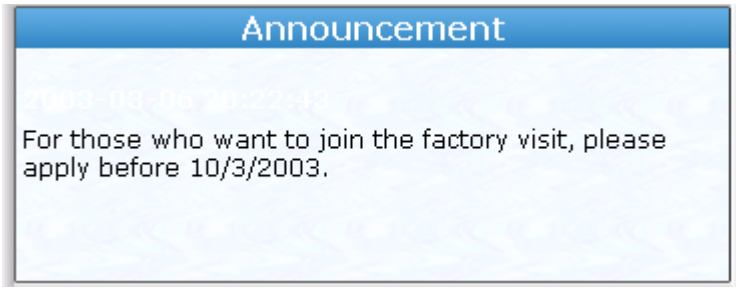
button.



How to view announcements?

You may view the announcements by clicking on the specific announcement in the Announcement Box. By default, the Announcement Box only shows the most recent 5 announcements.



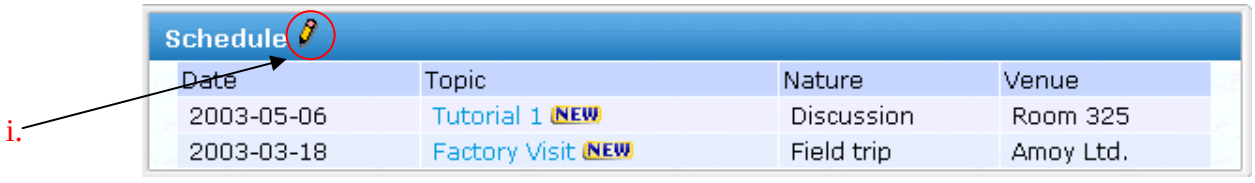


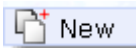
6.1.1.2 Schedule

The schedule is the place for you to inform the users of the scheduled programmes. The purpose is to help them see how this eClass room will run throughout the period assigned for your eClass.

How to add an item to the Schedule?

i. Click on the edit icon of the Schedule box.



ii. Click on the New icon 

for adding a new scheduled item.

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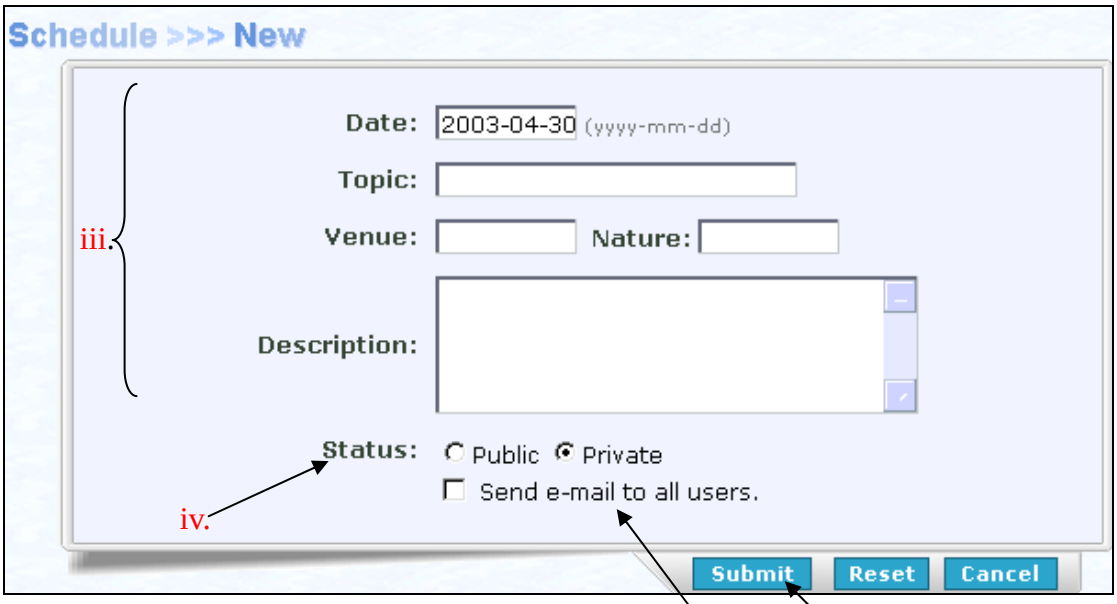
iii. Enter the information of the item in the space provided. For example, you may enter meeting, tutorial or field trip for the Nature field.

iv. Select **Public** if it is ready and select **Private** if you want to release it later.

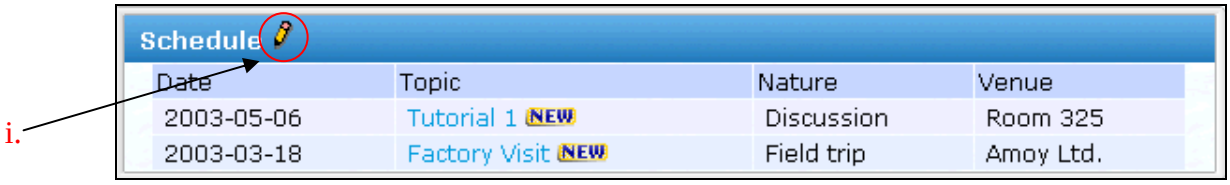
v. (optional) Check the box 'Send email to all users' to ensure nobody misses the item.

vi. Click **Submit** after you have finished



How to edit a Schedule item?

i. Click on the edit icon of the Schedule box.



ii. Check the box of the specific item and click the **Edit** button.

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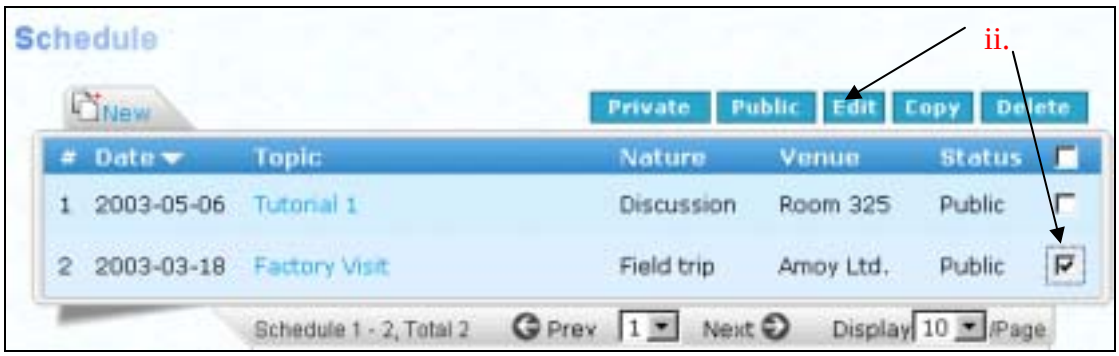
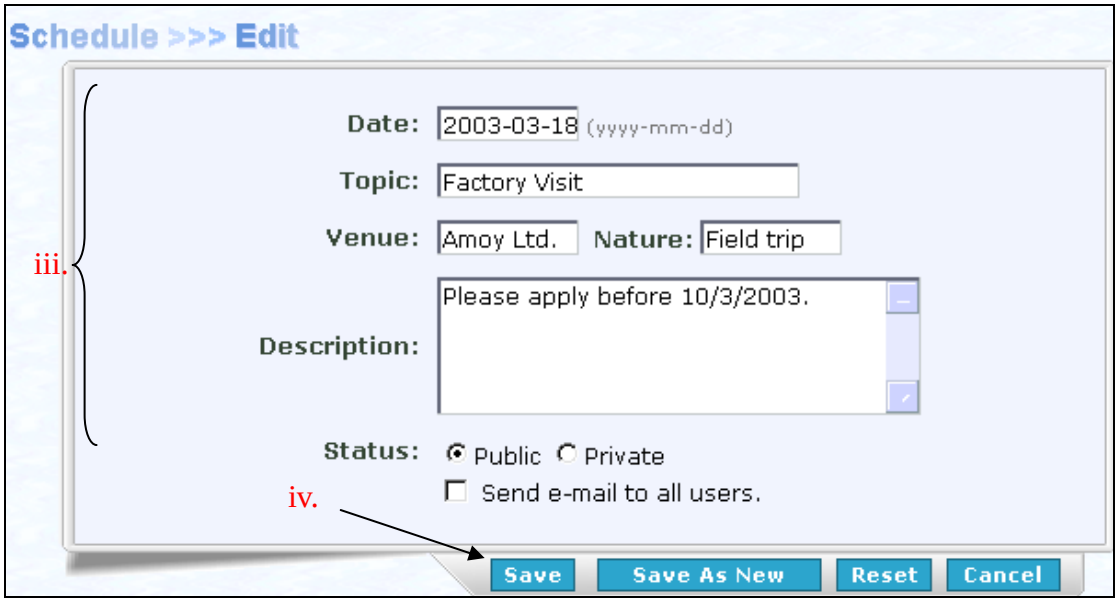


iii. Make the necessary changes in the popup window.

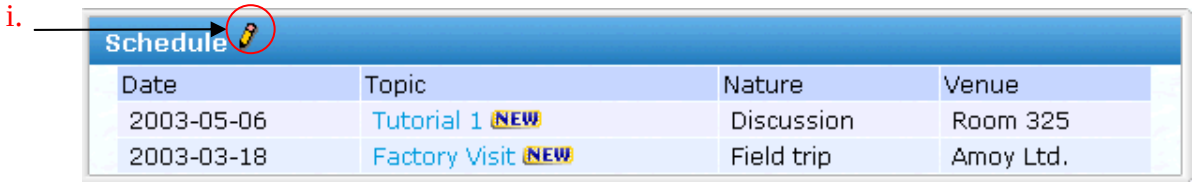
iv. Click **Save** when you have finished.



TIPS: If you want to create an item of which the information is similar to the previous schedule item you made, you may go through step i to iii, but save that particular schedule item as a new one by clicking the **Save As New** button. In so doing, you can keep the old item and create a new item with similar and modified information.

How to delete a Schedule item?

i. Click on the edit icon of the Schedule box.



ii. Check the box of the specific schedule item and click the **Delete** button.

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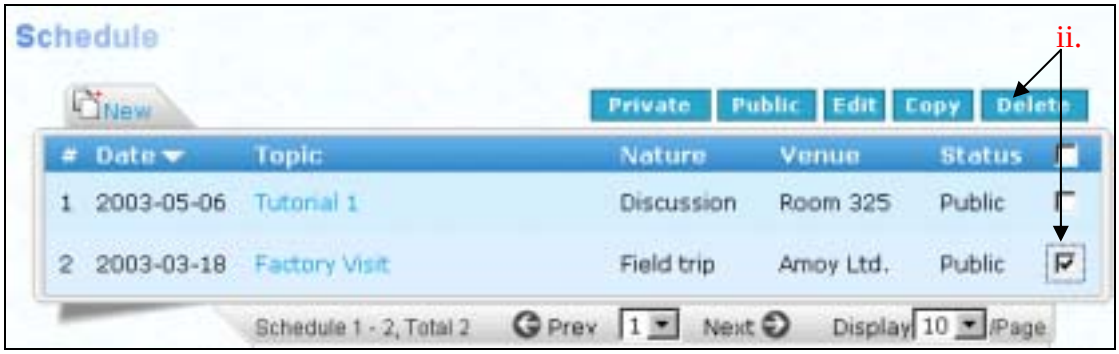
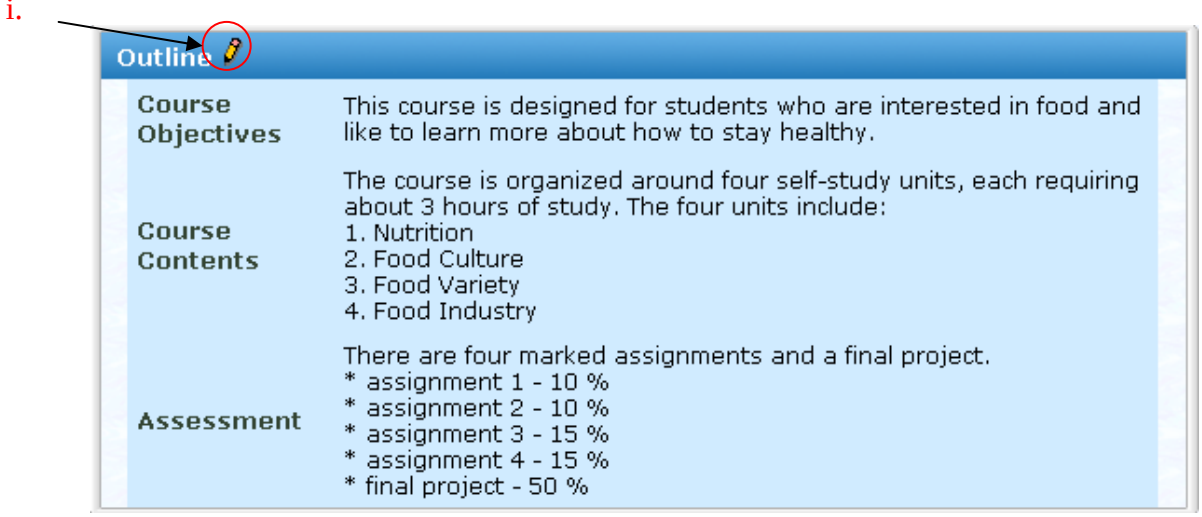


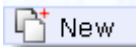
6.1.1.3 Outline

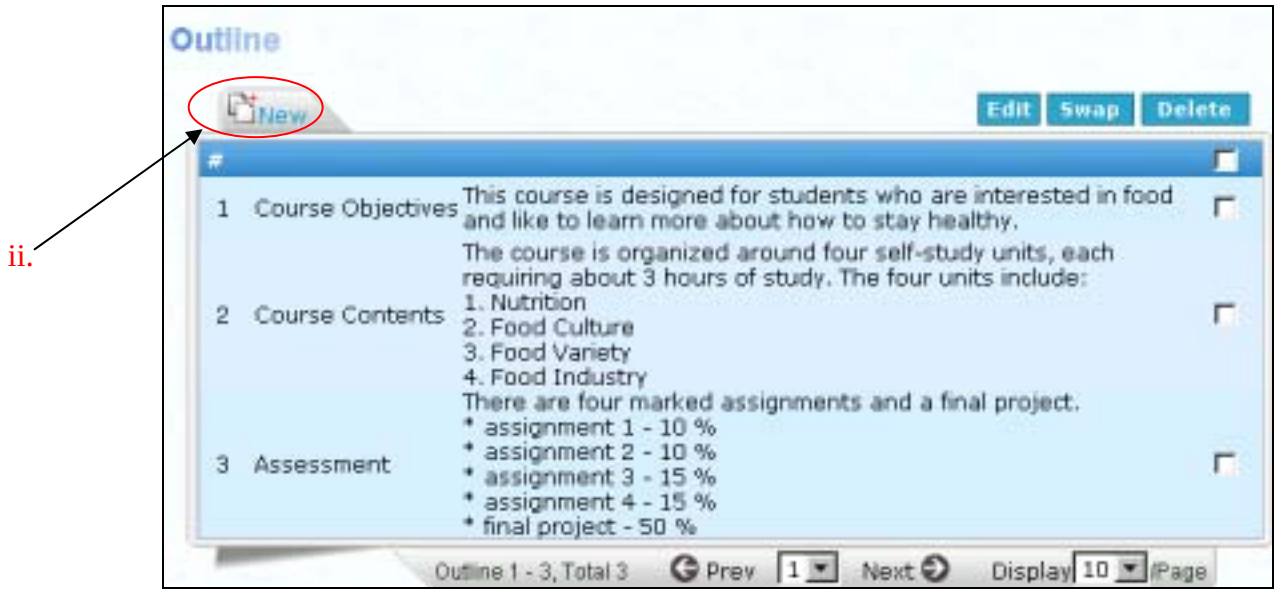
You can describe your eClass in detail here.

How to add a component to the Outline?

i. Click on the edit icon of the Outline box.


i.
Outline
Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %

ii. Click on the **New** icon  for creating an outline component.


Outline
ii.
New
Edit
Swap
Delete
1 Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
2 Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
3 Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %
Outline 1 - 3, Total 3
Prev
1
Next
Display 10 /Page

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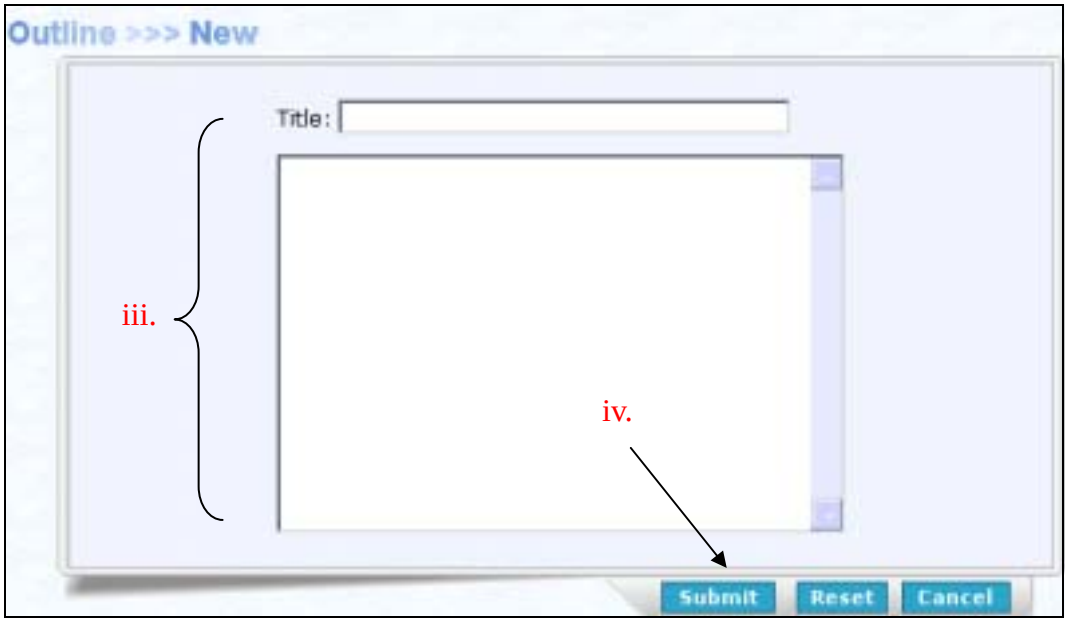
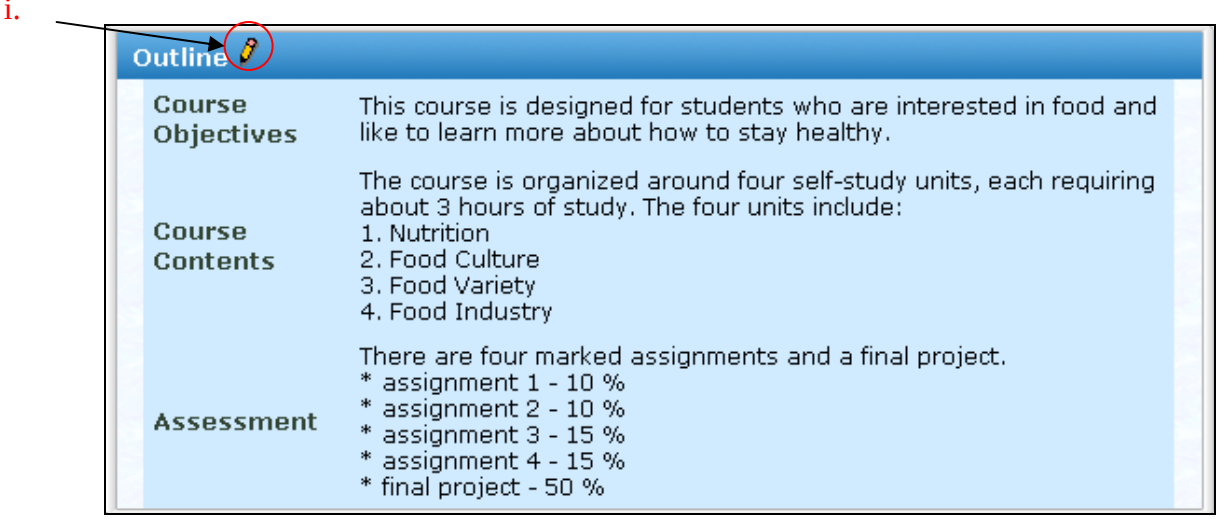
iii. Enter the component title and its description. The component can be, for example, Objectives, Attendance, Syllabus, etc.

iv. Click **Submit** when you have finished.



How to edit an Outline component ?

i. Click on the edit icon of the Outline box.


i.
Outline
Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %

ii. Check the box of the specific component and click the **Edit** button.

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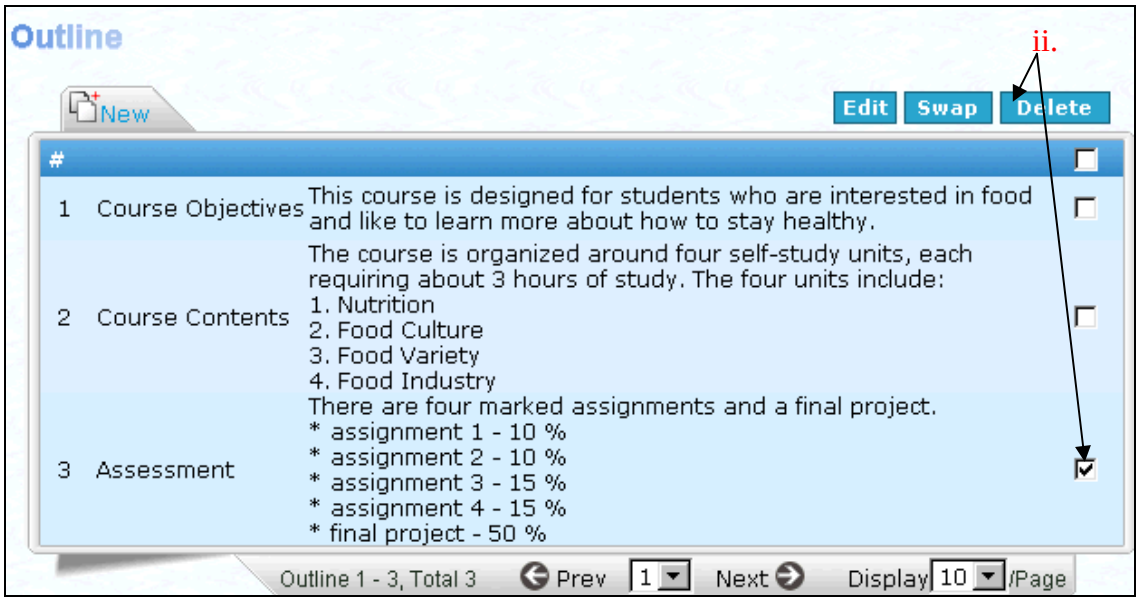
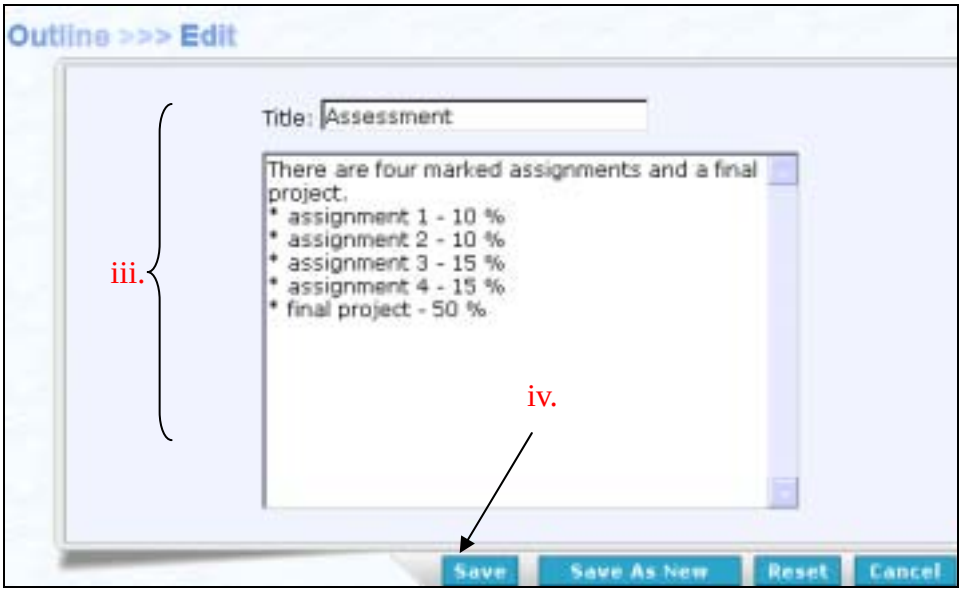

Outline
ii.
New
Edit
Swap
Delete
#
1 Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
2 Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
3 Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %
Outline 1 - 3, Total 3
Prev
1
Next
Display
10
/Page

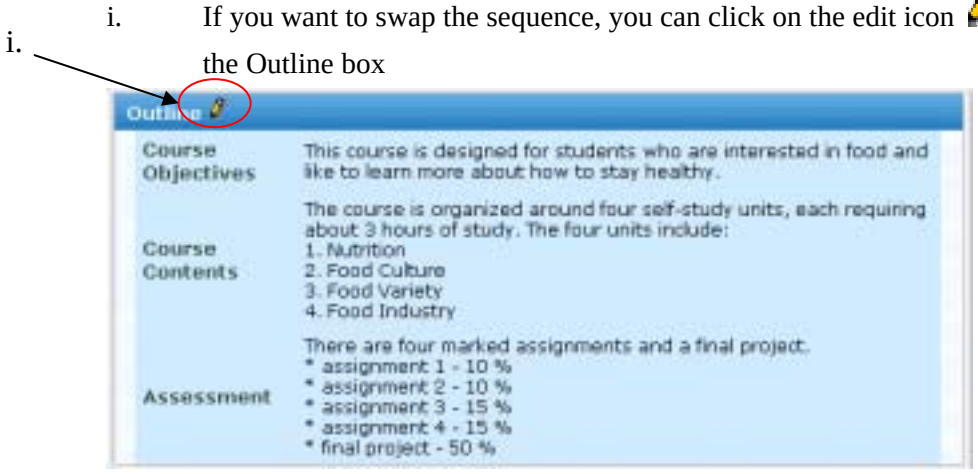
iii. Make the necessary changes in the popup window.

iv. Click **Save** when you you have finished.



How to swap the Outline components?

i. If you want to swap the sequence, you can click on the edit icon of the Outline box


i.
Outline
Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %

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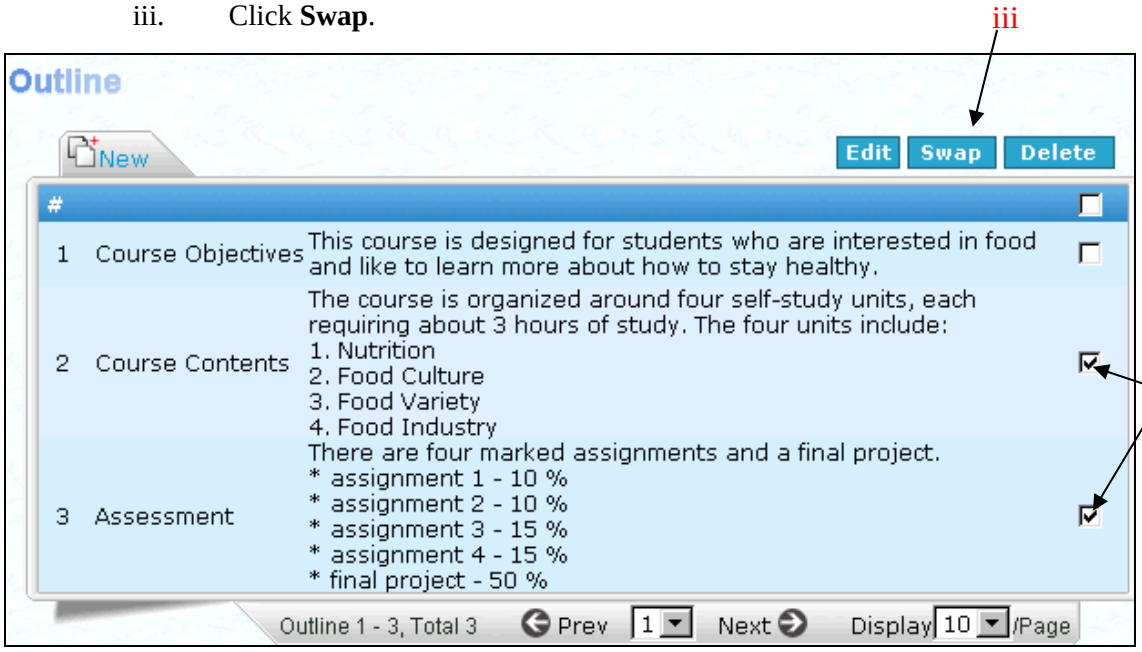
ii. Check the boxes of the specific component to be changed.

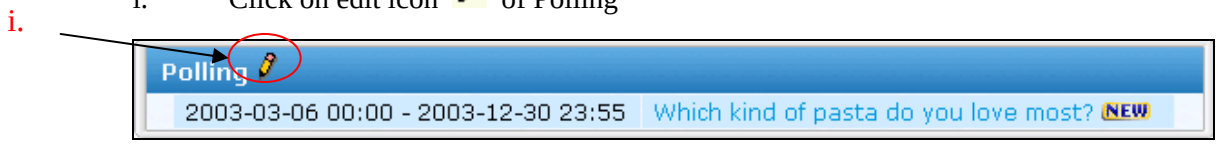
iii. Click **Swap**.


iii
Outline
New
Edit
Swap
Delete
#
1 Course Objectives
This course is designed for students who are interested in food and like to learn more about how to stay healthy.
2 Course Contents
The course is organized around four self-study units, each requiring about 3 hours of study. The four units include:
1. Nutrition
2. Food Culture
3. Food Variety
4. Food Industry
3 Assessment
There are four marked assignments and a final project.
* assignment 1 - 10 %
* assignment 2 - 10 %
* assignment 3 - 15 %
* assignment 4 - 15 %
* final project - 50 %
Outline 1 - 3, Total 3
Prev
Next
Display 10 /Page
ii.

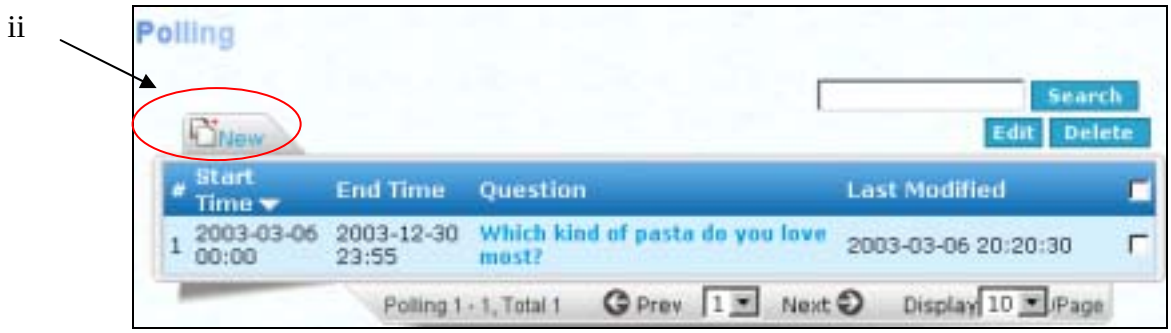
6.1.1.4 Polling

How to add a Poll?

i. Click on edit icon of Polling



ii. Click on the **New** icon for creating a Poll.



iii. Enter the component time period, question and the choices. You may also give a reference link to your eClass users.

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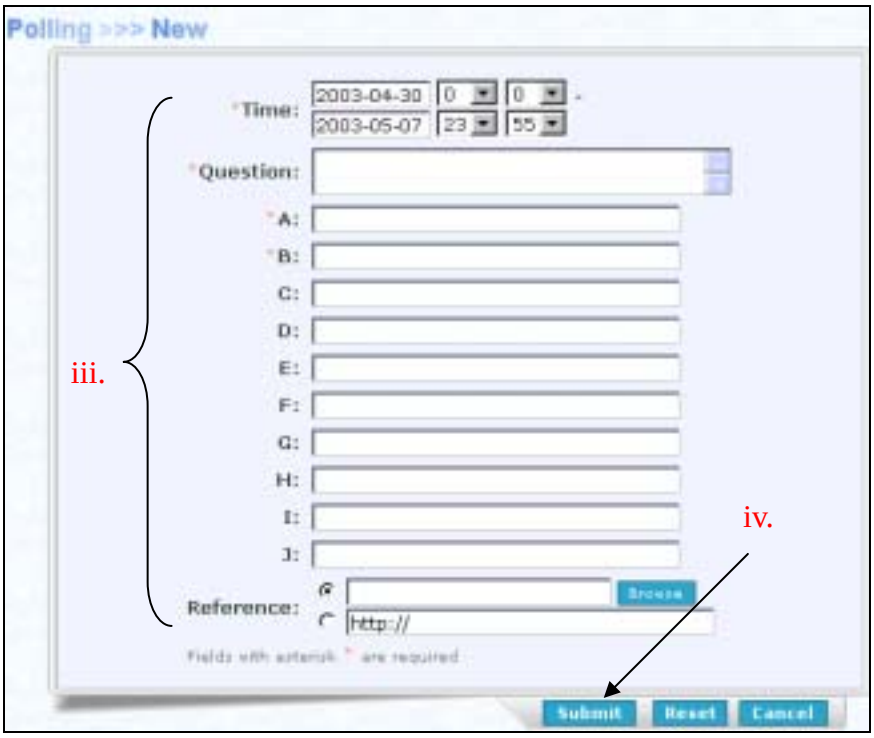
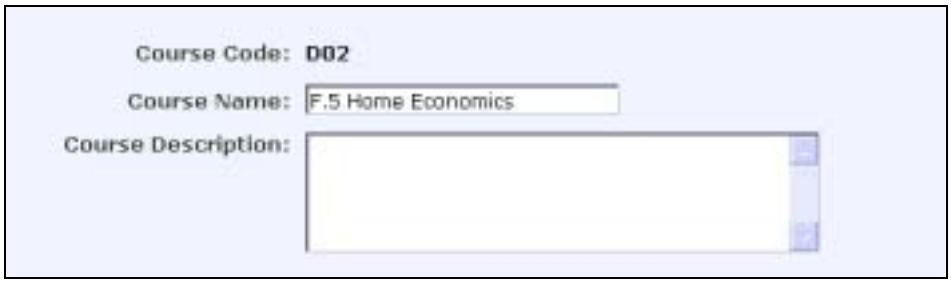


iv. Click **Submit** when you have finished.

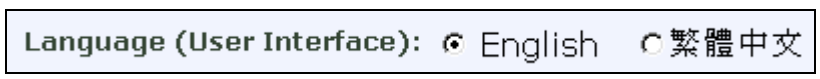
6.1.2 Basic Settings

To personalize your eClass, you can enter the course name and the course description.



6.1.2.1 Language Preference

The interface of eClass can support two languages: English and Traditional Chinese. The default language of this eClass room is based on the language that the teacher has chosen while he/she was working on the Language of Basic Setting under Course Tab. When users login this eClass room, the first page they see is in the language that teacher has chosen. To switch to a language they prefer, they may click on the desired language on the Personal Menu Bar.



6.1.2.2 Logo

You may also create a logo or use the logo of your institution to replace the eClass logo. What you need to do is to save the logo image on your computer first, click

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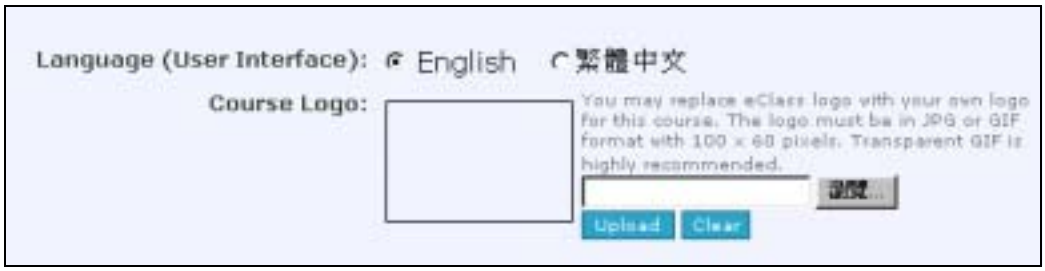
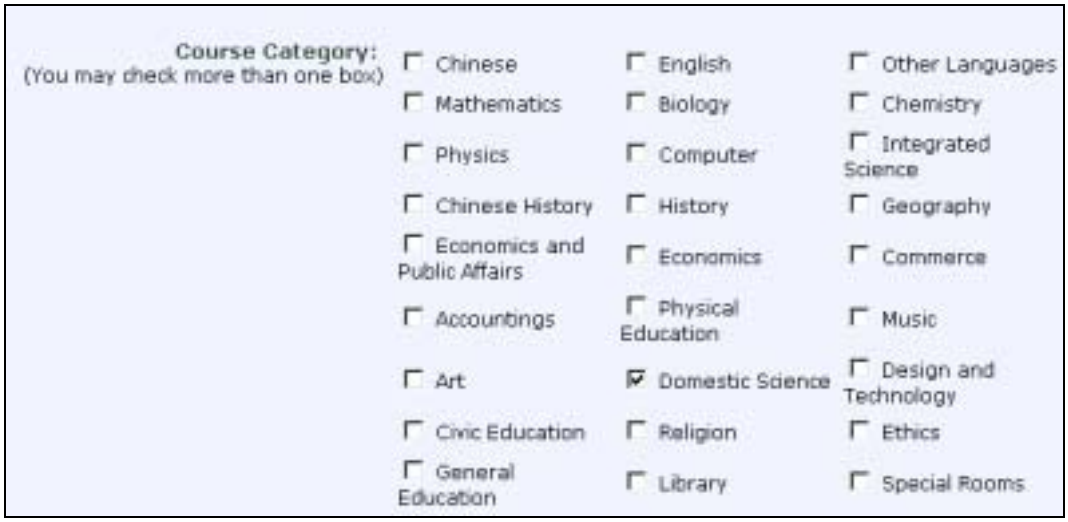
Browse to locate the file and click **Upload** to save it to your eClass room. Please note that the photo should be in JPG or GIF format and the size is limited to 100 x 60 pixels(W x H).


Language (User Interface):
English
繁體中文
Course Logo:
You may replace eClass logo with your own logo for this course. The logo must be in JPG or GIF format with 100 x 60 pixels. Transparent GIF is highly recommended.
Upload
Clear

6.1.2.3 Course Category

After that, select course category for your eClass, it will shown in eClass directory in your school intranet. Click **Save** after filling in all basic information.



6.1.3 Function Settings

You can perform 3 functions using Function Settings: Function Access Rights, Helper Management and Advanced Settings.

6.1.3.1 Function Access Rights

As a teacher of eClass, you can assign different function access rights to different user groups of your eClass. You can enable the student to do the test while disabling the guest to see the test. The function of Guest login is to give you a chance to allow other people outside this eClass room to see part of your eClass. The purpose is to help you to introduce your course to the public while saving your time from adding these people's names to your class name list. If you uncheck all the boxes under Guest, that means your eClass room does not allow Guest Login.

i Assign the access rights by checking the box(es).

ii Click **Save** after you have finished

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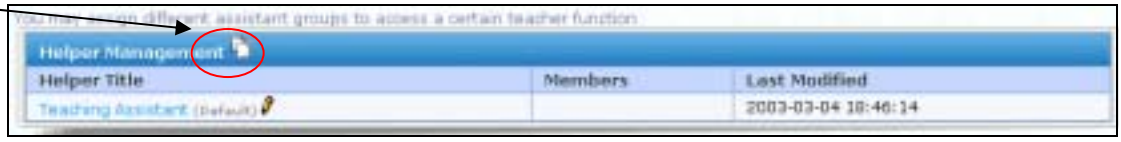
TIPS: You may make use of this feature to build up your eClass room from a beginner's mode with basic functions to an Advanced mode with more sophisticated functions at your as well as the users' own pace.

6.1.3.2 Helper Management

You can assign the Teaching Assistant or eClass Helper certain rights to help you managing your eClass. They can organize or edit the content pages, disable the rights from reading a certain chapters of the contents and managing other functions in eClass.

i Press **Helper Management.**



ii Enter title of New Helper.

iii Assign Function Access Rights to helper.

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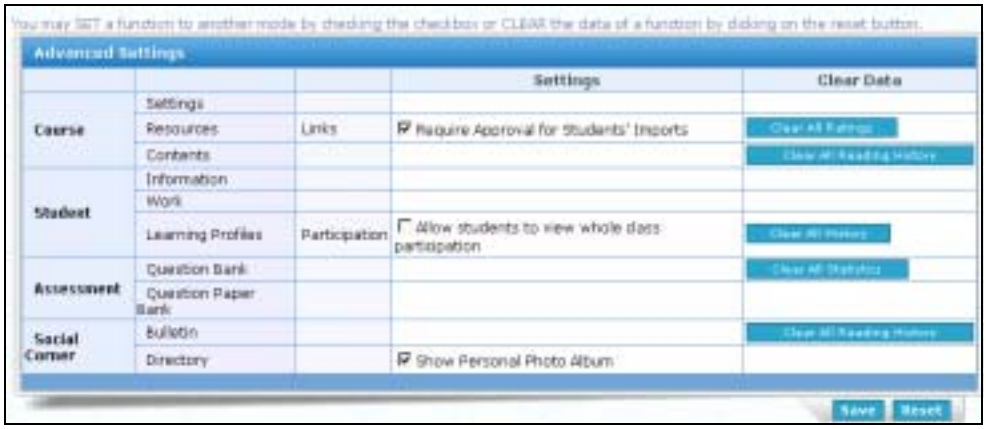
iv Add members into Helper Group.

v Click **Submit** after you have finished.

6.1.3.3 Advanced Settings

You can Clear All History selectively with Advanced Settings. You may also disable/allow the students from certain Advanced functions.



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6.2 Resources

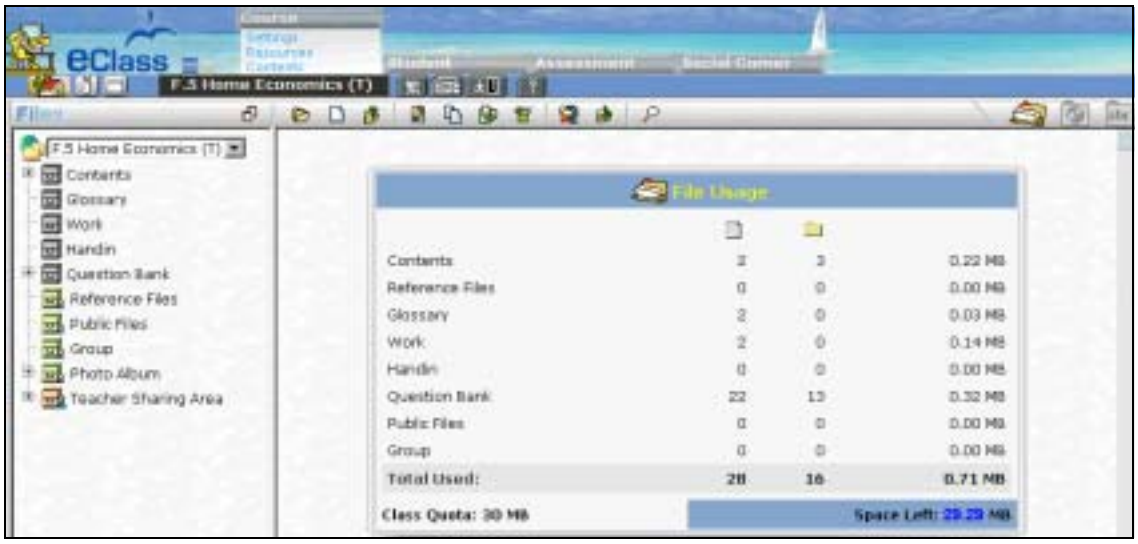
eClass provides teacher users a virtual filing cabinet for saving their teacher resources. You can perform 3 functions using Resources: Files, Links and Glossary.

6.2.1 Files

This Files cabinet consists of 2 major areas: *This eClass Room* and *Teacher Sharing Area*. By default, various File folders are created for better organization and easy linking to the contents, glossary, assignments and question bank.

There are 3 types of file cabinet in eClass3.0:

- Personal cabinet – all files uploaded here are for personal access only
- Student cabinet – your students can view or edit files here
- Teacher cabinet – all teachers can copy, move, edit or delete files here



6.2.1.1 What is eClass Files cabinet?

This eClass allows you to create, upload, store and retrieve files. The storage will depend on the eClass service you or your institution is using. All the Shared files under Class Files contributed by the users will automatically generate a copy in the Public Files under Resources for your record.

6.2.1.2 What is Teacher Sharing Area?

This Teacher Sharing Area is designed for file exchanges among teacher users. If you upload or transfer files to the Teacher Sharing Area, other teacher users from other eClass rooms can access them as well when they click on the Teacher Sharing Area of their eClass room. Such a function does not exist in Student Mode.

Refer to *Section 6.1.1.6* to see how to use the Copy function to exchange or transfer files to and from Teacher Sharing Area.

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6.2.1.3 Files Function Bar

New folder – You may upload a file to any one of the default Resources folders. Go to the intended Resources folder first.

New files – You may create a file in text or html format by entering the text in the box and selecting the relevant file extension.

Upload – You may upload file(s) into eClass.

Edit – You may use this function to edit your uploaded file(s)

Copy – You may copy your file resources into other file cabinet or other eClass

Move – You may move file(s) or folder(s) into other file cabinet in this eClass or other eClass.

Delete – You may delete file(s)

Unzip – You may upload a zip file into eClass and unzip here.

Download – You may download file(s) or folder(s) with zip format into your personal computer.

Search – You may have quick search with this function.

6.1.1.4 How to upload a file to Resources?

i Click the upload button .
ii Locate the file you want to upload by clicking **Browse**.
iii Click **Open** once you selected the file in Windows
iv Click **Upload** when you have finished

6.1.1.5 How to download files?

i Select the file(s) or folder(s) you want to download

ii Click the download button .

iii Save the zip file to certain location.

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iv Unzip the files.

6.1.1.6 How to organize the files in Resources?

You may perform the functions of editing, renaming, unzipping, copying, moving and deleting, in all the default Resources folders. Go to the intended Resources folder first.

Edit

i. Check the corresponding box of the file to be edited.

ii. Click the **Edit** button.

Please note that you can only edit TXT, HTM or HTML files. For files of other formats, you need to click on the file, make the changes, save it and upload it again to replace the original file.

Rename

i. Check the corresponding box of the file to be renamed.

ii. Click the **Rename** button.

iii. Enter the new name for the file.

iv. Click **OK**.

Unzip

i. Check corresponding box of the file you intend to unzip

ii. Click **Unzip** and choose the destination for the files.

TIPS: You need to have a WinZip programme on your computer before you are able to run this function.

Copy

You may duplicate your file and place it in an appropriate folder in this eClass room or other eClass room for other purposes.

i. Check the corresponding box of the file to be copied and click **Copy**.

ii. Decide which directory you intend the copied file to go to. If it goes to a subordinate folder within this Resources folder, choose from the upper drop-down menu of path selection; if it goes to another Resources folder, choose from the lower menu of path selection.

iii. Click **Submit** when you you have finished.

Move

You may move your file and place it in another folder in this eClass room or other eClass room which you find more suitable. Once you have moved the file, it will disappear in its original location.

i. Check the corresponding box of the file to be moved and Click **Move**.

ii. Decide which directory the moved file will go to. If it goes to a subordinate folder within this Resources folder, choose from the upper drop-down menu of path selection; if it goes to another Resources folder,

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choose from the lower menu of path selection.

iii. Click **Submit** when you you have finished.

Delete

i. Check the corresponding box of the file to be deleted.

ii. Click the **Delete** button.

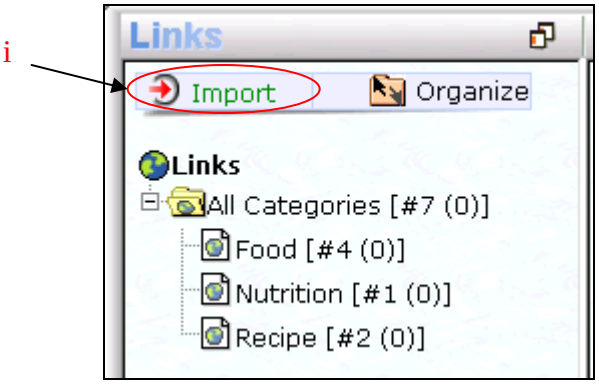
6.2.2 Links

This is the place for the users of this eClass room to share and introduce their web links. You may also do so by retrieving yours from your bookmark. To create links, you need to go back to your Bookmark on the Personal Menu Bar first.

eClass
Import
Organize
Links
This is the place for course members to share their web links relevant to the course. You may also do so by importing yours from your bookmark.
To create links, go to your bookmark. To share your bookmark, click Import.

6.2.2.1 How to contribute your Bookmark to Links?

i. Click **Import** on this Links page.



ii. Select the links from your Bookmark which you want to share with others. Check the boxes of the intended link

iii. Click **Import Bookmark**

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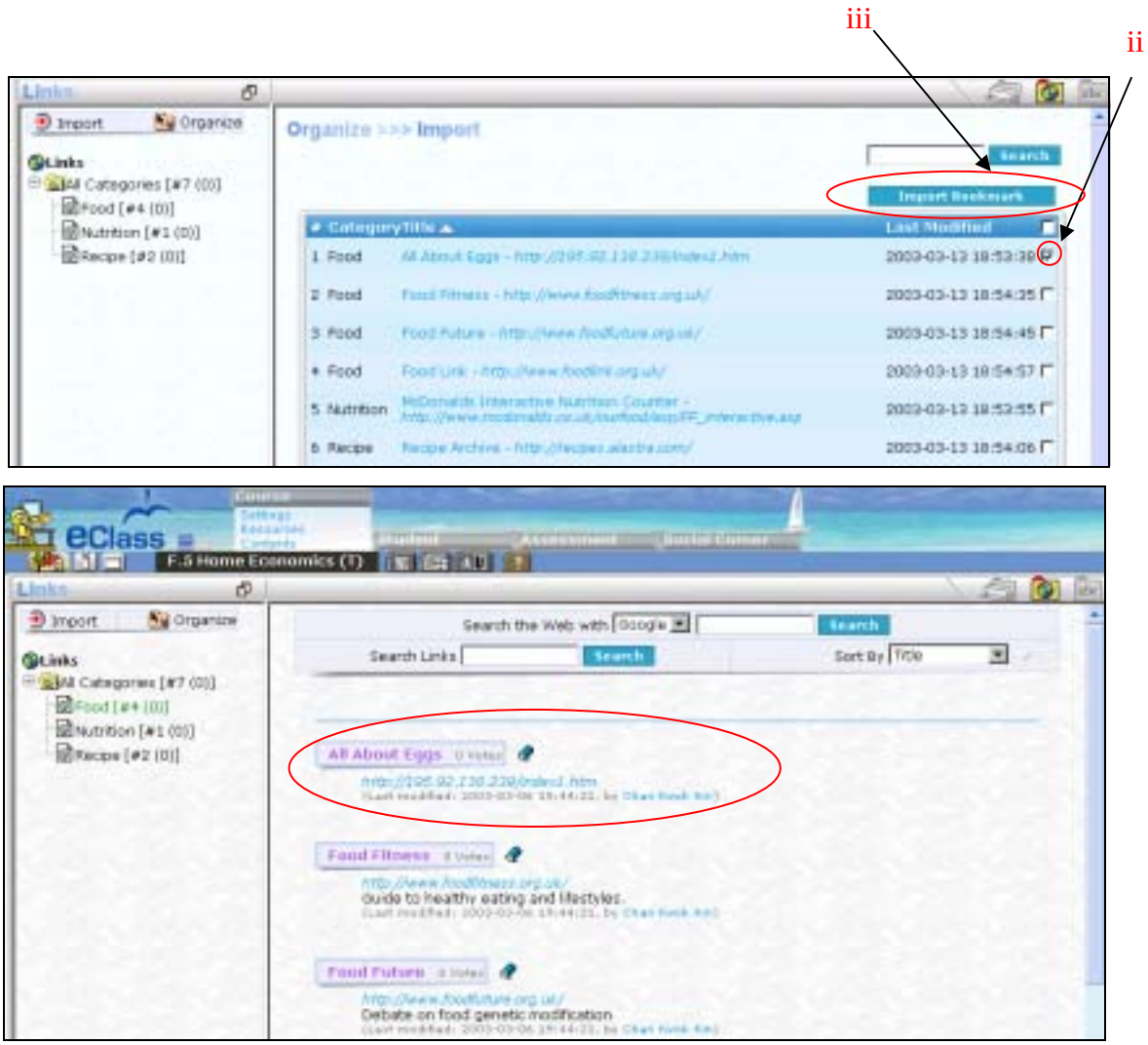
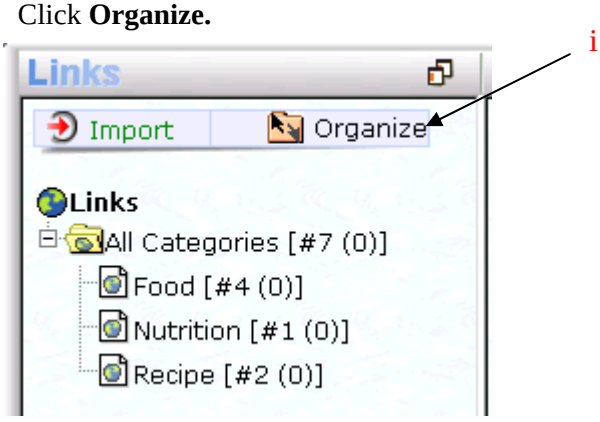


6.2.2.2 How to save the Links as your Bookmark?

i. Click **Organize.**



ii. Click **Export** on this Links page.

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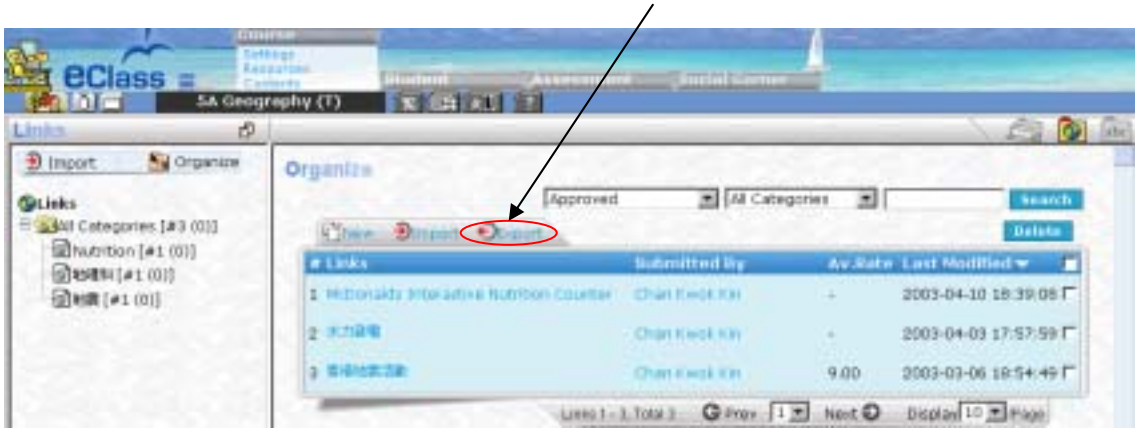
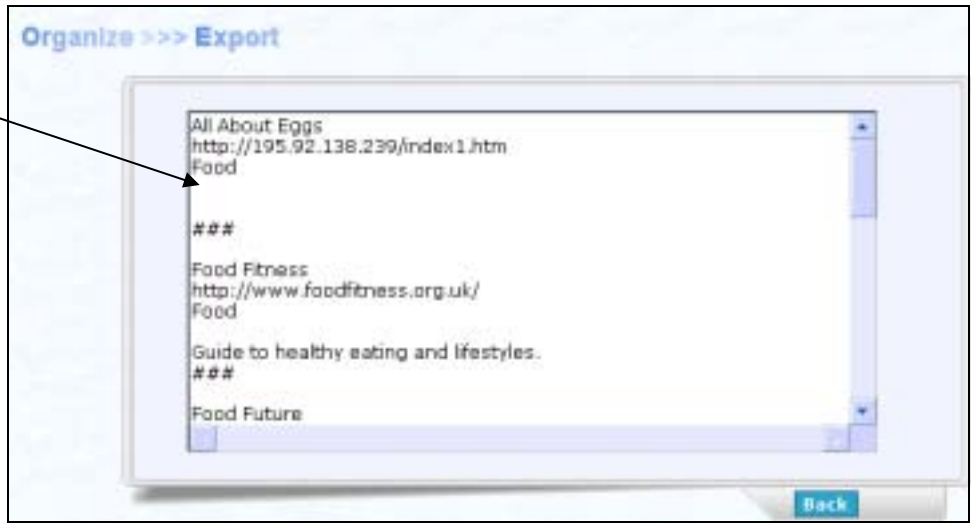
ii



iii. You will see a text file of the links. Highlight the links that you want to save. Right click your mouse and Copy first.

iii

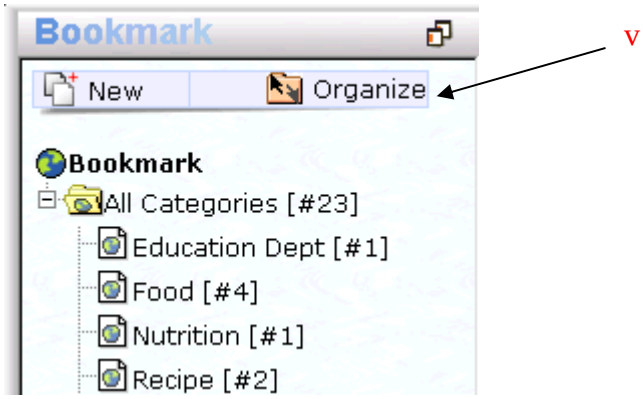


iv. Click on your **Bookmark** on the Personal Menu Bar

iv

v. On your Bookmark page, click **Organize.**

v



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vi. Click **Import**

vii. Paste the copied link(s) in the space provided. Click **Next** when you have finished.

Organize >>> Import
Step 1: eClass allows you to import bookmarks in a batch. In the space provided, enter the bookmark details, or cut and paste it (if you already have it saved in another text file) by following the format below.
Enter the title in the first line
Enter its URL in the second line
Enter its category in the third line
Enter its keyword in the fourth line (optional)
Enter its description in the fifth line (optional)
Add a separator like this ###
Example:
eClass Homepage
http://www.broadlearning.com
online learning
eclass
a useful website
###
To add the second entry, start it in the next line after ### in the same format.
Just go on adding the entries. Click Next when you finish with the information.
All About Eggs
http://195.92.138.239/index1.htm
Food
eggs
You can find everything about eggs here.
###

6.2.2.3 How to search a link?

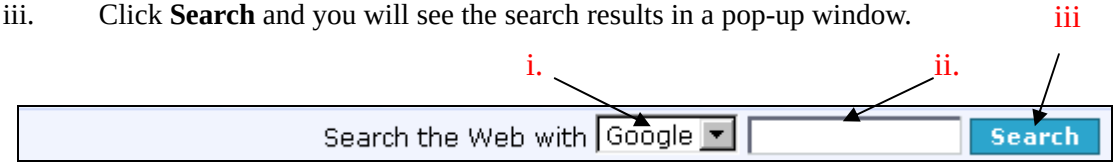
There are two searching functions in Links: one is for external searching over the Web using the embedded search engines; another one is for internal searching within the links.

External Searching

i. Select a search engine you prefer in the drop-down list next to Search the Web with.

ii. Enter a keyword you intend to search for in the space provided next to Links Search.

iii. Click **Search** and you will see the search results in a pop-up window.



Internal Searching (Bookmark Search)

i. Enter a keyword of the link you intend to search for in the space

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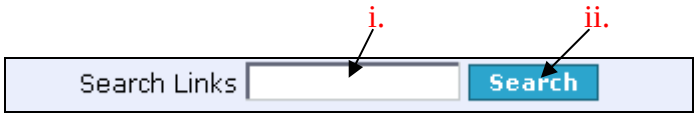
provided next to Links Search.

ii. Click **Search**. The results will be shown in the next page.



6.2.2.4 How to evaluate the links?

To encourage users to share quality links, eClass allows users to rate the links from 0 to 10. Click on the link that you are interested in. In the pop-up window, you will see a quick stats with a rating tool included at the top. The quick stats includes the average rate and the number of votes. Select your score in the drop menu and click **Rate It**. You will immediately find the figure of this link has changed on the Links page.

6.2.2.5 How to delete the links?

You can only delete the link(s) you shared.

i Click **delete**

ii Click Confirm to delete the link.

6.2.3 Glossary

You may create a glossary for your eClass. The glossary will automatically attach itself to the Glossary

of Table of Contents in student mode.once you have attach it into one of the content page.

6.2.3.1 What can you do with each glossary item?

You may give a name to each entry, provide its explanation and attach images and/or sound files to it. Glossary Builder allows you to define the entry and its explanation whereas the Glossary Folder under Resources allows you to store its relevant document, the images and sound files for attachment.

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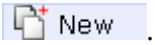
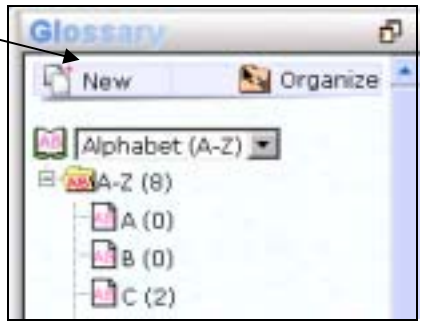
6.2.3.2 How to define a glossary item?

If you need to add several glossary items, you can follow these steps.

i Click **New**  .

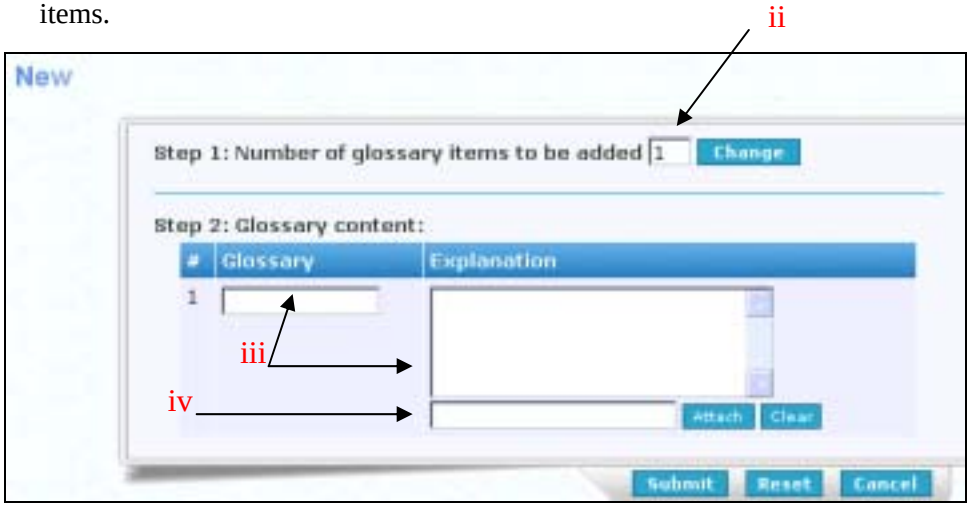


ii Enter the number of glossary items to be added and click **Change**.

iii Enter the title of the glossary item and its explanation in the space provided.

iv Click **Attach** if you have a relevant file in the Resources and want to attach it to this glossary item.

v Click **Finish** when everything is ready. If you have added any attached files, you will find the icons (document: , image: , sound:) under the specified items.



6.2.3.3 How to duplicate a glossary?

You are suggested to use the export function to quickly duplicate the glossary of this eClass room, and use the import function to place it in another eClass room.

i. To export, click **Organize.**

ii. Select the glossary(s) you want to export, then click **Export** and confirm.

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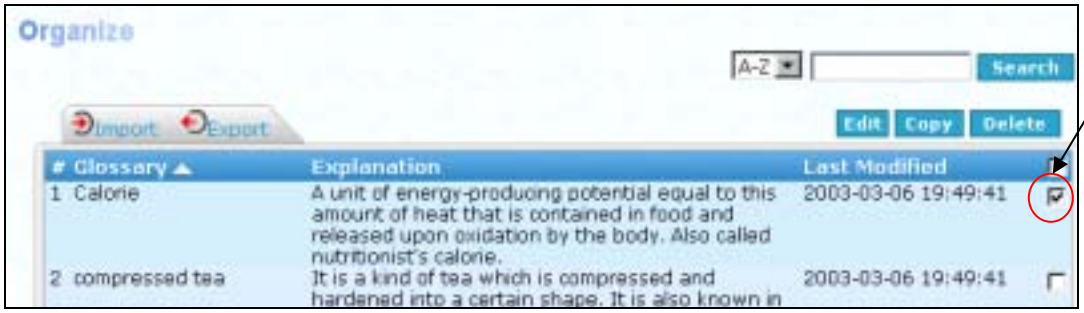
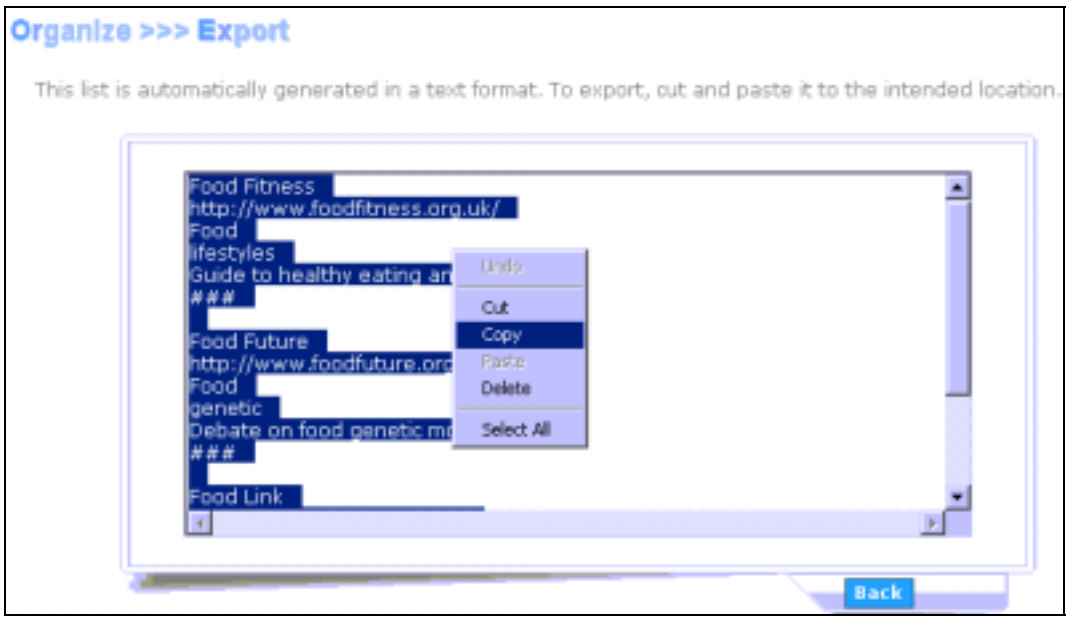


iii. You will see a text file. Highlight the glossary items that you want to export. Right click your mouse and Copy first.



iv. Go to the course (another eClass room) that you like to import those glossary items. Click **Import**

.

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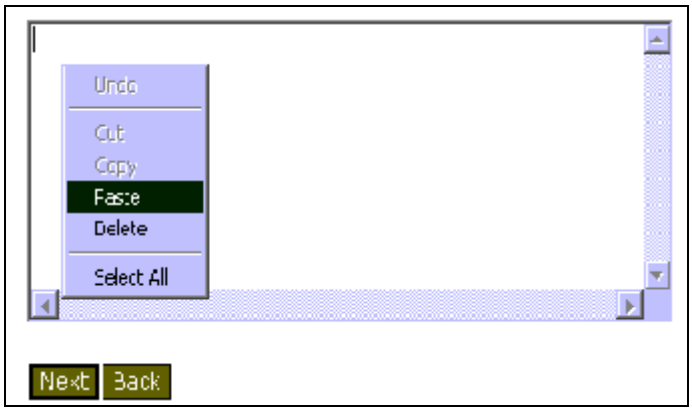
Organize
iv.
A-Z
Search
Import
Export
Edit
Copy
Delete
Glossary
Explanation
Last Modified
1 Calorie
A unit of energy-producing potential equal to this amount of heat that is contained in food and released upon oxidation by the body. Also called nutritionist's calorie.
2003-03-06 19:49:41
2 compressed tea
It is a kind of tea which is compressed and hardened into a certain shape. It is also known in China as "black tea".
2003-03-06 19:49:41
3 Dairy Products
Milk, Cheese, Yoghurt etc.
2003-03-06 19:49:41
4 Diabetes
Diabetes is the name for a group of medical disorders characterized by high blood sugar levels.
2003-03-06 19:51:56
5 Proteins
Fundamental components of all living cells, including many substances and antibodies, that are necessary for the proper functioning of an organism.
2003-03-06 19:49:41
6 Pyramid
The hierarchy of food intake.
2003-03-06 19:54:09
7 Udon
Japanese style noodles made from whole wheat & unbleached white flour. Udon are typically lighter than soba but may be used in the same ways.
2003-03-06 19:49:41
8 Vitamins
Any of various fat-soluble or water-soluble organic substances essential in minute amounts for normal
2003-03-06 19:49:41

v. In the space provided, right click your mouse and Paste the copied glossary items there.



Tips: The Import/Export format must follow this format

Line 1: Dog (=Glossary)

Line 2: Animal with 4 legs (=Explanation)

Line 3: ### (=Separator)

6.2.3.4 How to delete a glossary item?

i. Click **Organize.**

ii. Check the box next to the glossary item that you want to delete.

iii. Click **Delete**.

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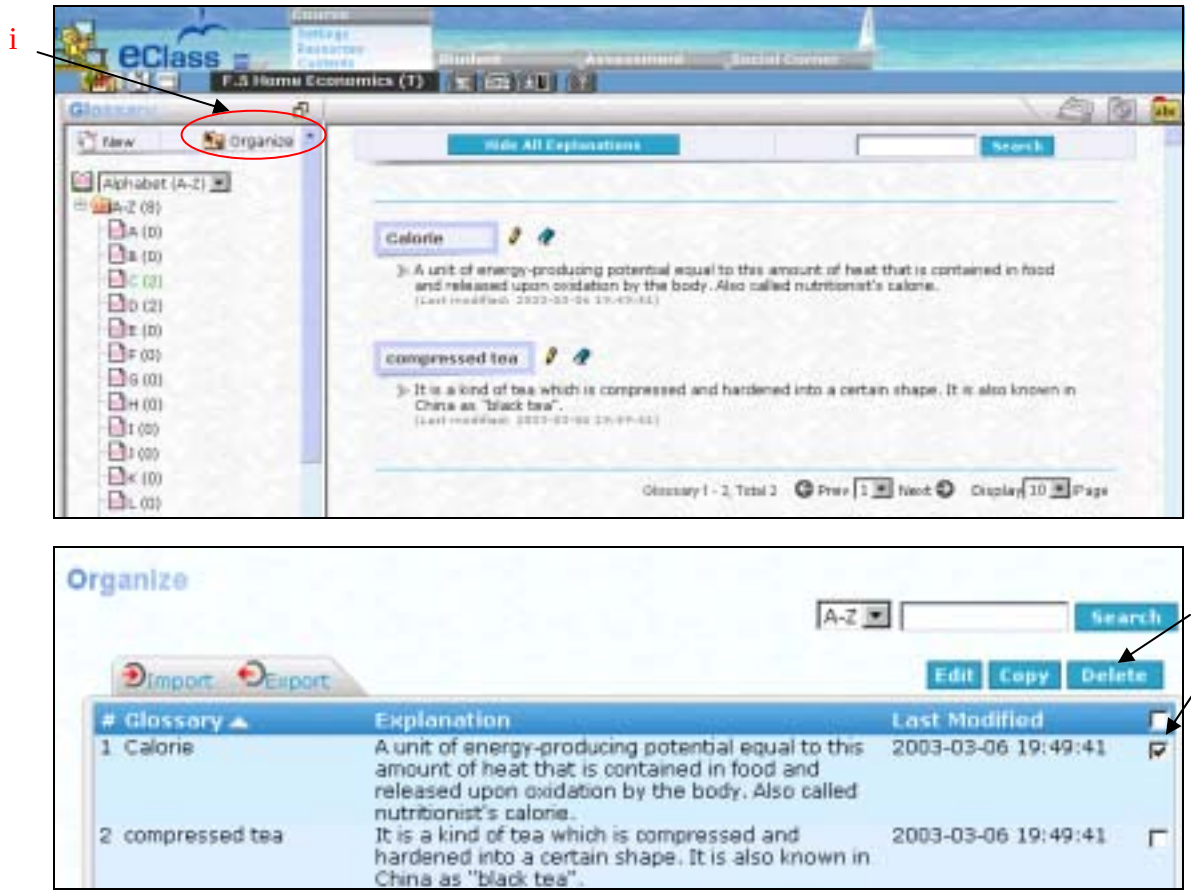
i
eClass
F.5 Home Economics (T)
Organize
Hide All Explanations
Search
Calorie
A unit of energy-producing potential equal to this amount of heat that is contained in food and released upon oxidation by the body. Also called nutritionist's calorie.
compressed tea
It is a kind of tea which is compressed and hardened into a certain shape. It is also known in China as "black tea".
Organize
A-Z
Search
Import
Export
Edit
Copy
Delete
Glossary
Explanation
Last Modified
1 Calorie
A unit of energy-producing potential equal to this amount of heat that is contained in food and released upon oxidation by the body. Also called nutritionist's calorie.
2003-03-06 19:49:41
2 compressed tea
It is a kind of tea which is compressed and hardened into a certain shape. It is also known in China as "black tea".
2003-03-06 19:49:41
iii
ii

6.3 Contents

6.3.1 How to create content pages?

The interface of the Pages is arranged in two frames: left and right. In the left frame, you can see the pages outline which follows a tree structure. It can be collapsed and expanded. Each node stands for a page, a unit or a chapter that you create for your student users in this eClass room. When you click on a node, the content of that node will be displayed in the right frame.

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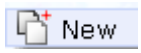
There are two ways to create your content pages, depending on the sources you are drawing from. i) other websites, ii) your existing files in your Resources.

6.3.1.1 Linking to external websites

You may want to create a content page by simply showing the websites that you find useful and relevant to your students. When your students click on that particular page under Contents, they will see the website automatically without typing the URL.

i. Click **New** 

ii. Decide and type a title for the link that you are about to create.

iii. Select the source for the page. Select the button for adding URL and type the URL of your intended link.

iv. Select the position for the new page. In the drop-down menu list, click on the page that you want this new page come after or subordinate to.

v. Decide whether you want to have this page pending or not. Select either **Public** or **Private**.

vi. Click **Next** to save what you have done.

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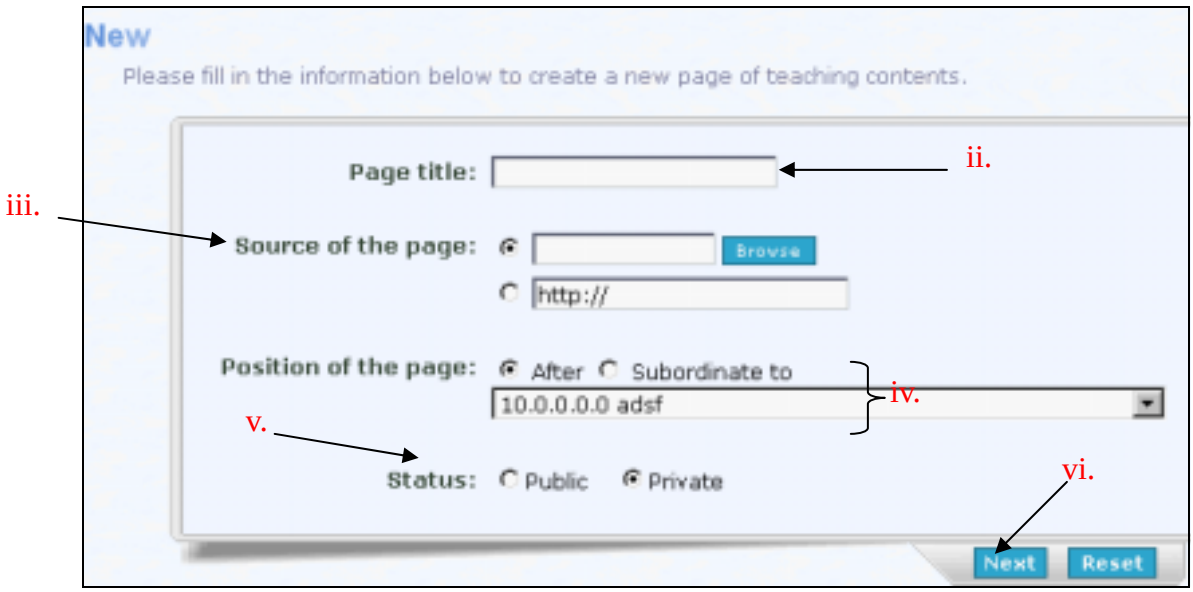
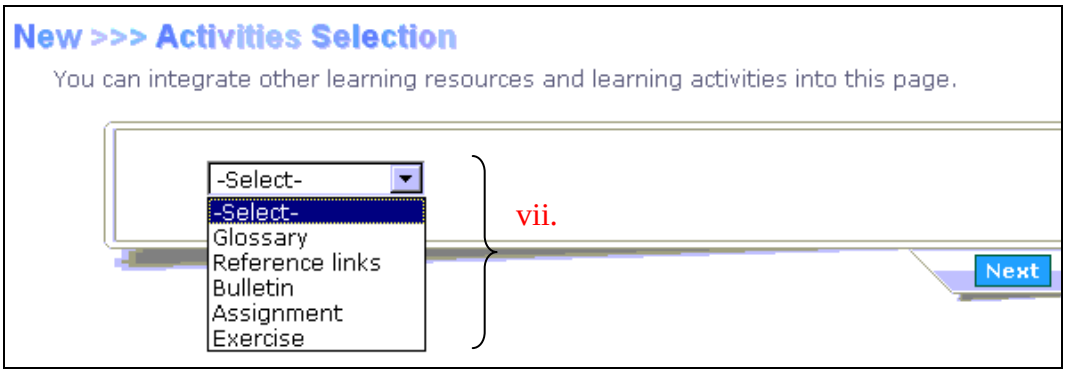
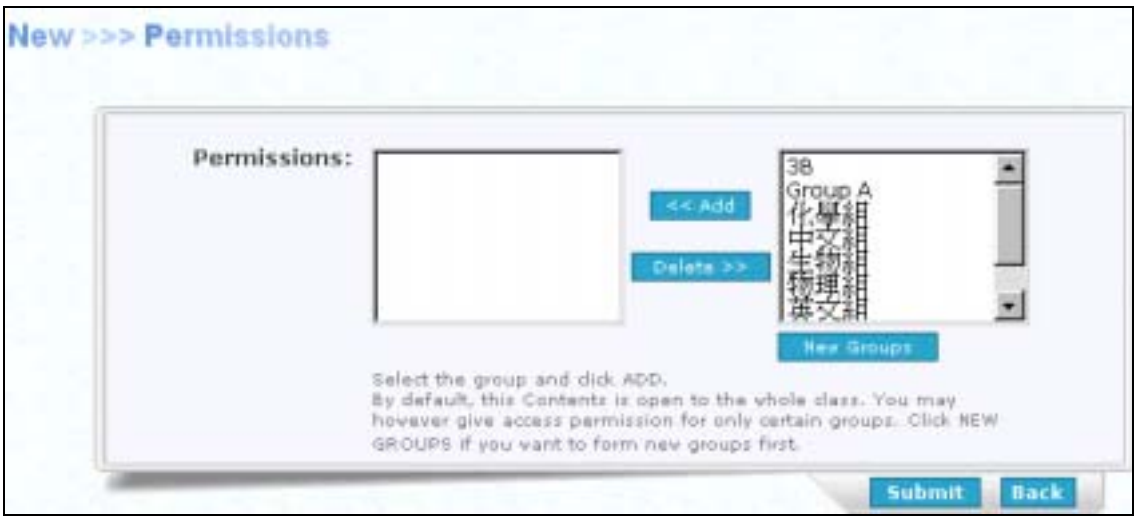


vii. To integrate other learning resources or activities into this new page, select the Learning Activities. Click on **Select** and pick the resource(s) or activities you like to add, one at a time. In the popup window, check the box of the preferred item(s) and click **Attach**.

viii. Click **Next** when you finish adding the resources and activities.



ix. Assign permission to certain group, if you do not choose any of them, all students of this eClass room can read the content.


New >>> Permissions
Permissions:
<< Add
Delete >>
38
Group A
New Groups
Select the group and click ADD.
By default, this Contents is open to the whole class. You may however give access permission for only certain groups. Click NEW GROUPS if you want to form new groups first.
Submit
Back

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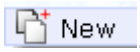
x. Click **Submit** when you have finished.

6.3.1.2 Drawing files from the Resources

With eClass, you may use the existing teaching materials as the teaching contents in this eClass room. But you need to upload the files to eClass systems first before you can put them in your own eClass Content pages. If you want to upload your files, refer to the steps in Section 6.2.1.3 of this User Manual.

i. Click **New** 

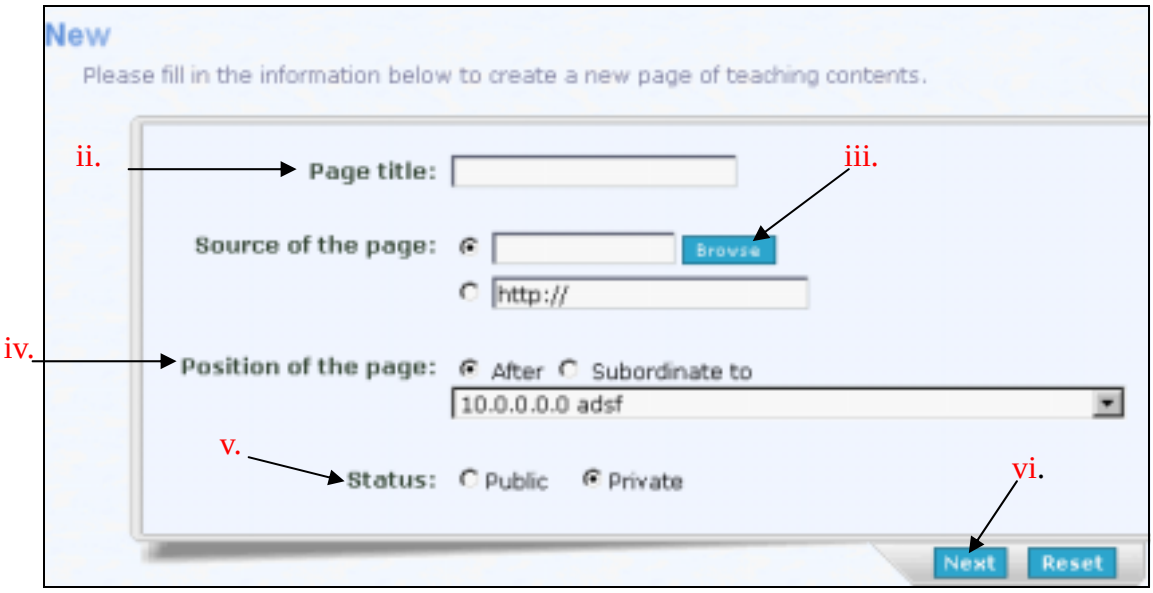
ii. Decide and type a title for the link that you are about to create.

iii. Select the button for selecting the source for the page from Resources. Click **Browse**. In the popup window, select the file and click **Attach**. The file path will be automatically entered in the field provided.

iv. Select the position for the new page. In the drop-down list, click on the page you want this new page coming after or subordinate to.

v. Decide whether you want to have this page pending or not. Select either **Public** or **Private**.

vi. Click **Next** to save what you have done.



vii. To integrate other learning resources or activities into this new page, select the Learning Activities. Click on **Select** and pick the resource(s)

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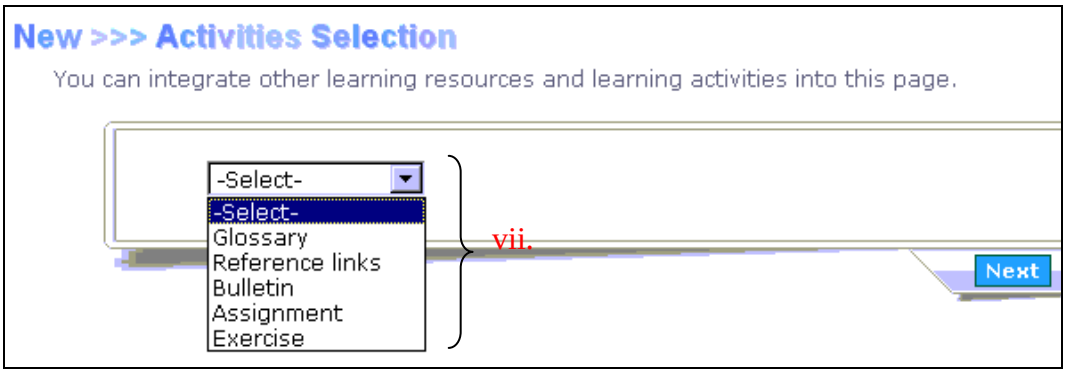
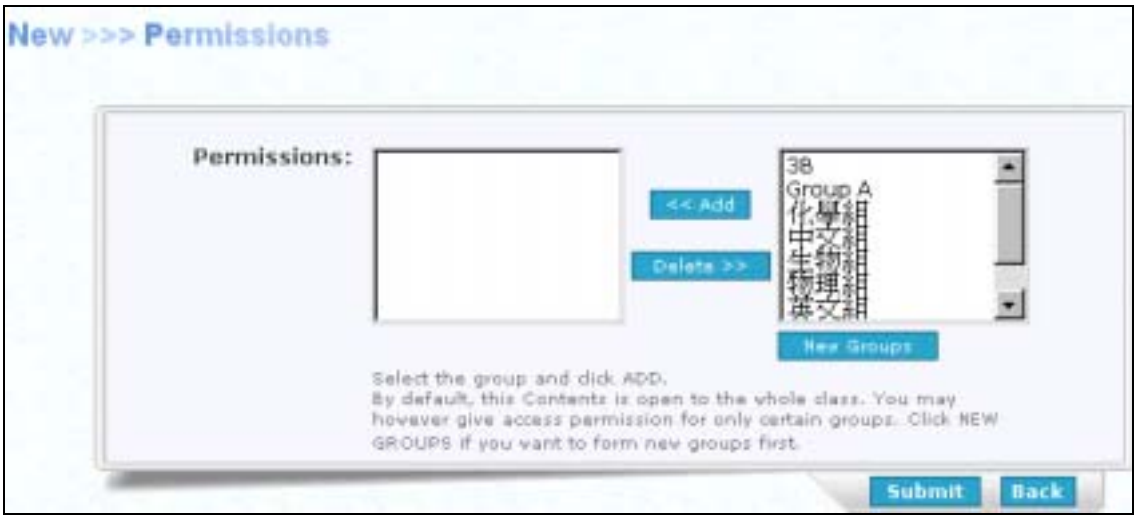
or activities you like to add, one at a time. In the popup window, check the box of the preferred item(s) and click **Attach**.

viii. Click **Next** when you you have finished adding the resources and activities.



xi. Assign permission to certain group(s), if you do not choose any of them, all students of this eClass room can read the content.


New >>> Permissions
Permissions:
<< Add
Delete >>
38
Group A
New Groups
Select the group and click ADD.
By default, this Contents is open to the whole class. You may however give access permission for only certain groups. Click NEW GROUPS if you want to form new groups first.
Submit
Back

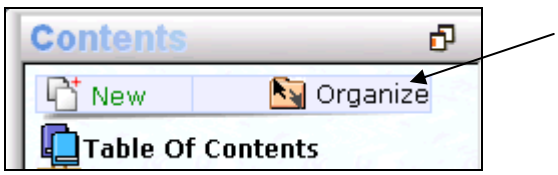
xii. Click **Submit** when you have finished.

TIPS: You may also create your content pages online without using other editors. eClass allows you to use its built-in editor to do it. Refer to section 6.2.1.3 (New Files) to try it.

6.3.2 How to arrange the order of the pages?

eClass allows you to create the course contents with different sections of Five levels,. Therefore, you have to decide the level for your content pages.

To organize the contents, uses the function key Organize in the top left frame.



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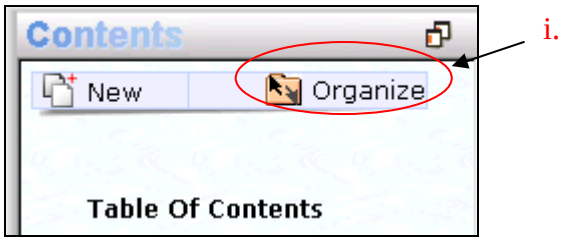
6.3.3 How to change the Status of the Content Pages?

You can change the contents status. **Public** means the student users can read the contents. **Private** means your student users cannot access the contents yet.

i. Click **Organize** Organize in the left frame.



ii. Select the your contents. You may select the content pages all at one time by clicking the **Check All**.

iii. Click **Public or Private**.

iv. Click **OK** to confirm.

6.3.4 How to reset the Content Pages?

Reset means you want to have all the pages back to the original order according to the date of input of each page. The page being created first will be at the top and the last will go to the bottom of the list.

Please note that if you click **Submit** button, the hierarchy of your contents outline will be removed. This index resetting is IRREVERSIBLE.

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6.3.5 How to delete the Content Pages?

You can delete the contents that you do not need, using the **Delete** button.

i. Click **Delete** in the left frame.

ii. Check the box of the pages you want to delete.

iii. Click **Delete.**

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7 Student

7.1 Information

The Information shows you all the users who have registered for your particular eClass. You may perform different functions

Tips: Have you thought about how to make use of the role of Assistant? You may consider an Assistant as your class assistant who helps you monitor the Discussion forums or enters part of the course materials. You can also assign a different person to be the Assistant for a certain period. Just switch between *Student* or *Assistant* under the selection box of Type. The access rights of this assistant can be activated and disabled by you. Just go to Course>eClass Setting>Function Access Rights. You'll see what kinds of jobs you can assign him or her to do for you.

7.1.1 Short-listing the record items

If you want to focus on a certain category of users, you can point at the first selection box and select one of the following*: Teacher, Assistant, Student, All*. You can also view the users who have been suspended by selecting *Suspended* in the second selection box. If you want to focus on a particular user, you can point at the second selection box and select the user's name.

7.1.2 Searching for users

You can also search for any particular user by entering a key word of his/her name and click **Search.**

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7.1.3 Arranging the list order

The registry can be listed according to the users' types, names, email, gender, class number, and last login time. Just simply click the corresponding item in the first row of the table.

7.1.4 Check Student Record

You may check student record from Student Record or Work Folders.

7.1.5 Adding student users

Tips: This function is only available for **On-the-Net** users. You can only add Students and Assistants to your eClass, not Teachers. If you need to add other Teacher(s), you need to notify eClass Administrator. All **In a Box** eClass user is imported by your eClass School Administrator.

There are two methods of adding students, depending on the size. If there are only a few of them, you can try the method described in *Section 7.1.5.1*: Adding small number of students. If there are quite a lot, try the Import function, to be explained in *Section 7.1.5.2*.

7.1.5.1 Small number of students

i. Click **New**

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i.

ii. Enter the number to be added and click **Next**.

Information >>> Class List >>> Add Users
ii.
Your user quota is 100 , with 96 vacano(ies). The number of use
Step 1: Number of users to be added
Next
Cancel

iii. Enter the user's information into the appropriate fields. The text box with 'Your personal message:' means this is the place that you can add your welcome message to the new user. This message will go along with the system mail sent to the user to inform the person that he/her has been added to your eClass.

iv. Click **Finish** when you you have finished.

iii.

7.1.5.2 Large number of students

i. First of all, you need to prepare the student information in the following format in a text file:

Surname 1, Othername 1, Email Address 1

ii. The second student's information will go to the second line following the same format. When you have finished, the list should look like this:

Ng, Jenny, jenny_ng@xxx.com

Wong, Peter, pwong@xxx.com

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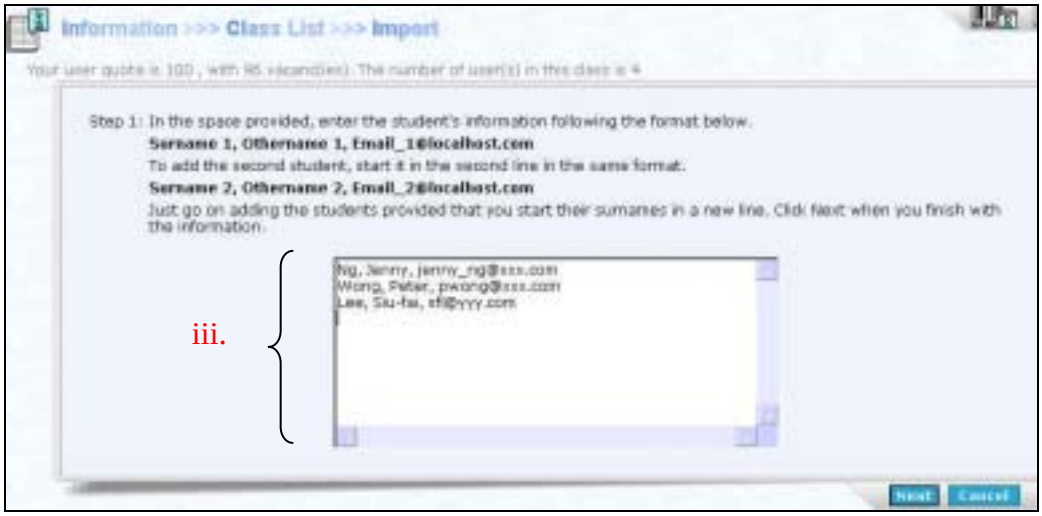
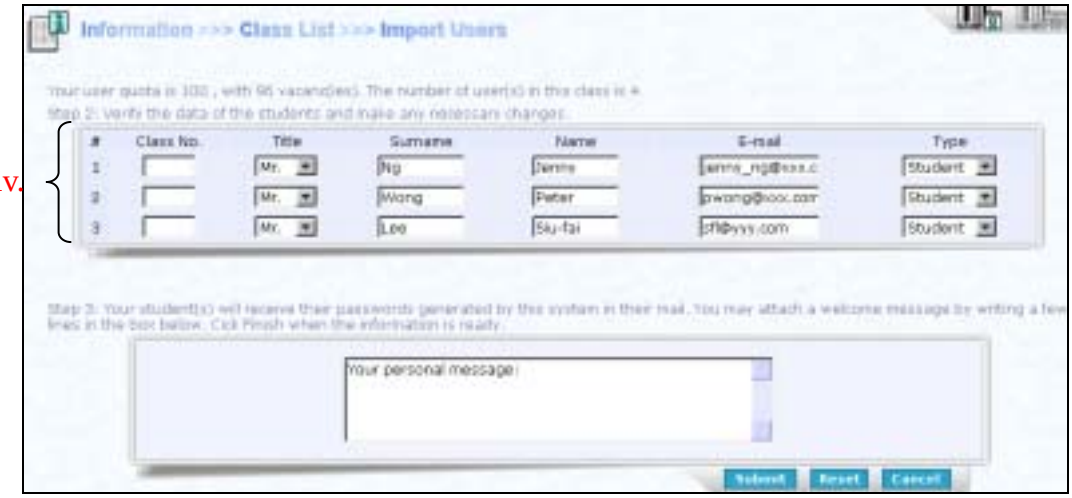
iii. Copy the list. Go to this eClass room and click **Import** under Registry. Paste the name list into the text box provided. Click **Next**.


Information >>> Class List >>> Import
Step 1: In the space provided, enter the student's information following the format below.
Surname 1, Othername 1, Email_1@localhost.com
To add the second student, start it in the second line in the same format.
Surname 2, Othername 2, Email_2@localhost.com
Just go on adding the students provided that you start their surnames in a new line. Click Next when you finish with the information.
iii.
Ng, Jenny, jenny_ng@xxx.com
Wong, Peter, pwong@xxx.com
Lee, Siu-fai, sfl@yyy.com
Next
Cancel

iv. Verify the data on the Import Users page. You may make any changes before clicking **Finish**.



7.1.6 Deleting a student account

Tips: This function is only available for **On-the-Net** users. You can only delete Students and Assistants to your eClass, not Teachers. If you need to delete other Teacher(s), you need to notify eClass Administrator. All **In a Box** eClass user is deleted by your eClass School Administrator.

This function will remove all the student's record. You need to register the student again before he can become a student of this eClass again.

To delete a student, check the box of the student to be deleted and click **Delete**.

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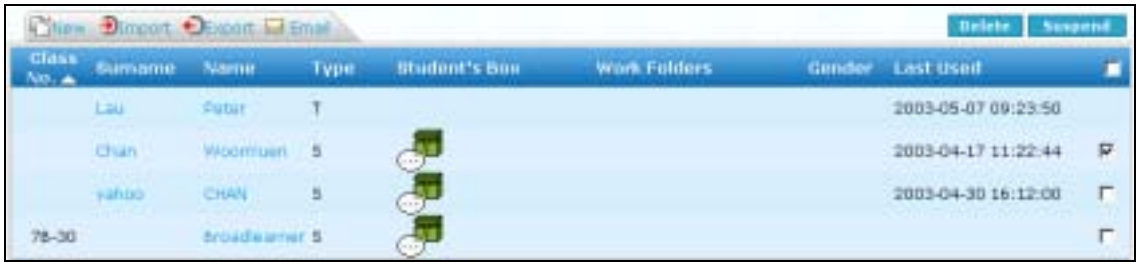

7.1.7 Suspending a student account

This function will stop the student from accessing this eClass room but will not delete his record in this eClass. To resume the status of this student, you can use the function of activating.

To suspend a student, check the box of the student to be suspended and click **Suspend**.

7.1.8 Activating a student account after being suspended

To activate a student account, select *Suspend* in the second selection box, then check the box of the student to be activated and click **Activate**.

TIPS: Try the Suspend function, if you want to exclude a student for a while but don't want to enter all the information or delete any of his information. This function is particular useful if you want to activate his account again in the future.

7.1.9 Sending email to users

How to send email will depend on whether you are sending to individuals or groups of users.

a) You can check out the email of individual user by clicking that user's Name directly on the Information page.

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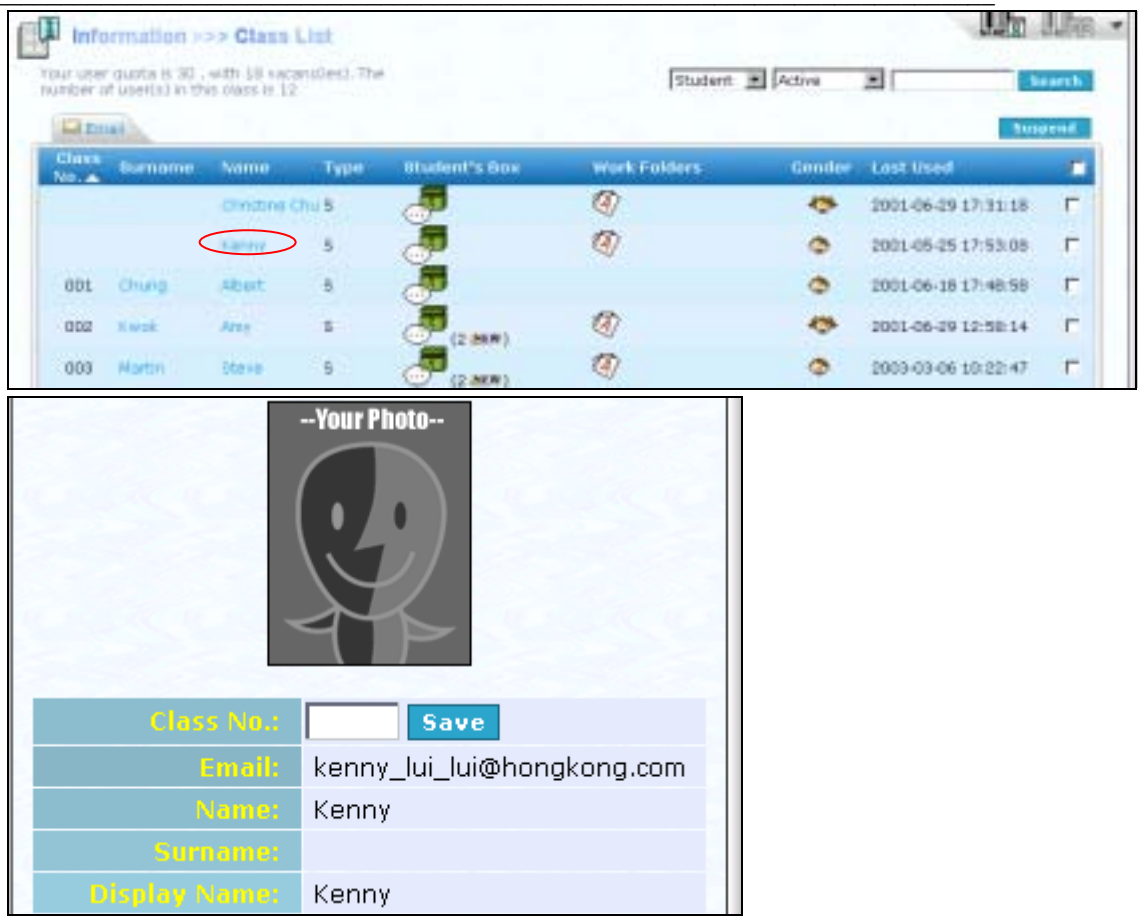

b) If you want to send email to a group of users only, point at the first selection box and select the specific user category. Then click **Email** . In the pop-up window, you will see all the members of that user category. Enter your email message and click **Send**. All members in this category will receive your message.

c) If you want to send email to only several members (not all of them) in the category, in the pop-up window, you can press the **Ctrl key** while clicking on the targeted members. Only release the key when you have finished selecting them all. The highlighted users will receive your message.

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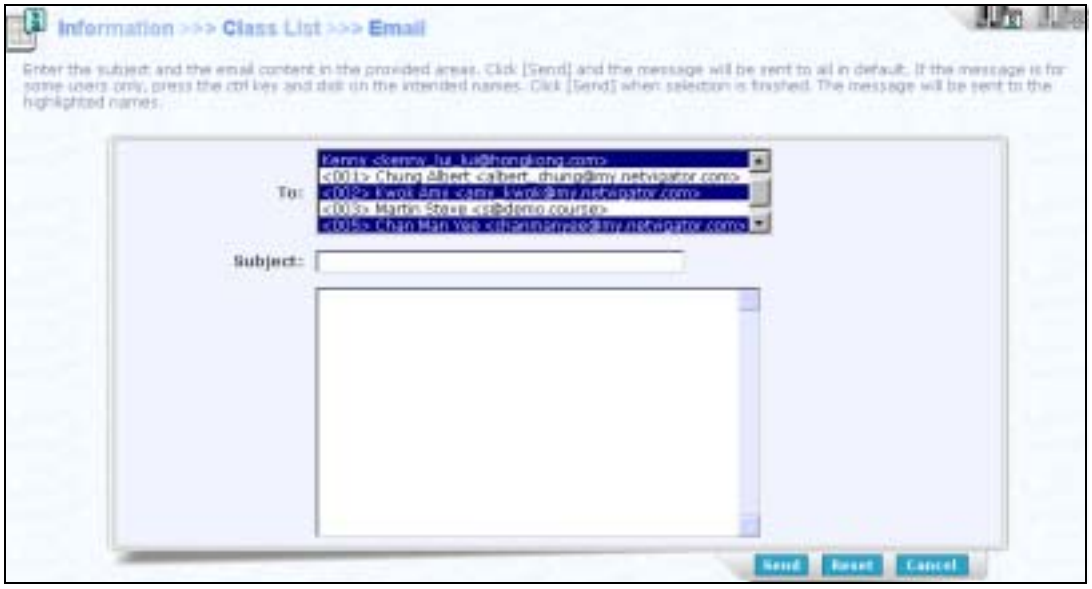

Tips: If the message that you are going to send is more of announcement nature to all users, you can consider the Announcement function under Course>Information. Two of the advantages of using the Announcement function are: 1) the students who cannot access their email can refer to the message again, 2) when you add any new students to this online classroom, they can trace what's been going on and won't miss anything important about the course.

7.1.10 Exporting users' email addresses

Tips: This function is only available for **On-the-Net** users. All **In a Box** eClass user can only be exported by your eClass School Administrator.

You can export your existing user names and email addresses from this eClass room to another eClass room. On the Registry page, click **Export**. In the text box, you will see the data in text format. Press **Ctrl key** and **C key**. Paste it onto a text file by pressing **Ctrl key** and **V key**. Then follow the procedure of *Section 6.1.4.2 iii* to add users to another online classroom.

7.1.11 Assigning groups for the students

The Grouping function allows you to group your students based on their learning abilities, project natures, responsibilities, etc. Once you have grouped the students, (a) you may distribute assignments or contents to different groups and (b) the individual groups can have a private channel within their own groups to communicate in Bulletin and Chat, and share their resources in Class Files.

7.1.11.1 To create a new group

i. Click Group List to view the group list.

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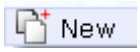
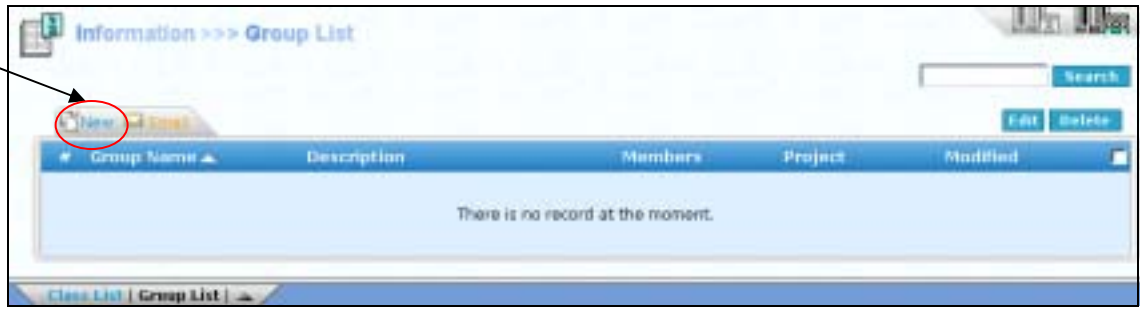
ii. Click New  to create a new group.



iii. Enter the necessary information in the different fields. Select the members from the right box and click **Add**. For multiple selection, you can press the **Ctrl key** while clicking on the targeted members. Only release the key when you have finished selecting them all. If you want to remove the members from the group, you can select the users from the left box and click **Delete**.

iv. Click **Submit** when you have finished.

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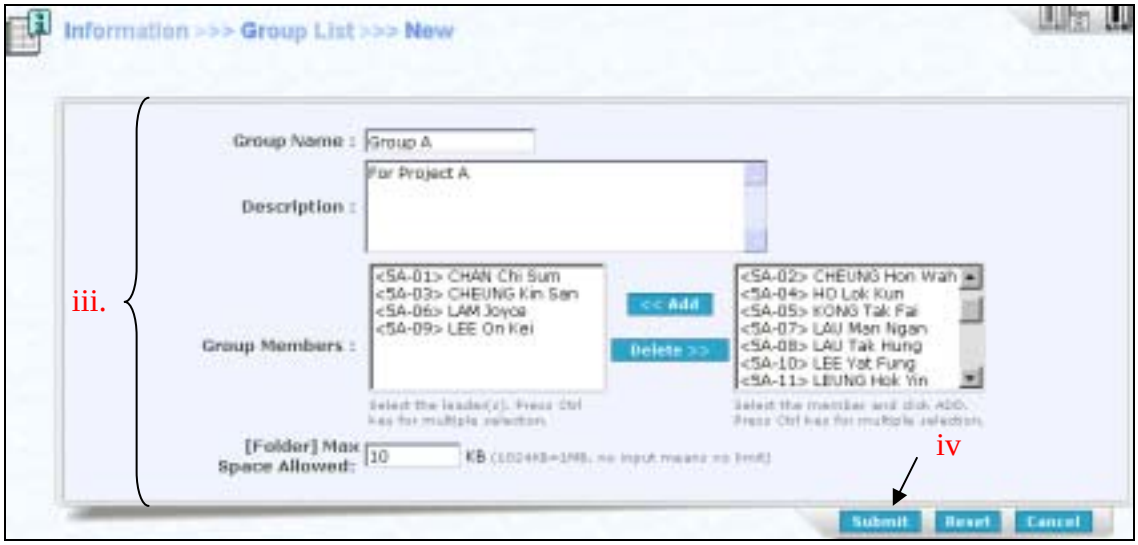


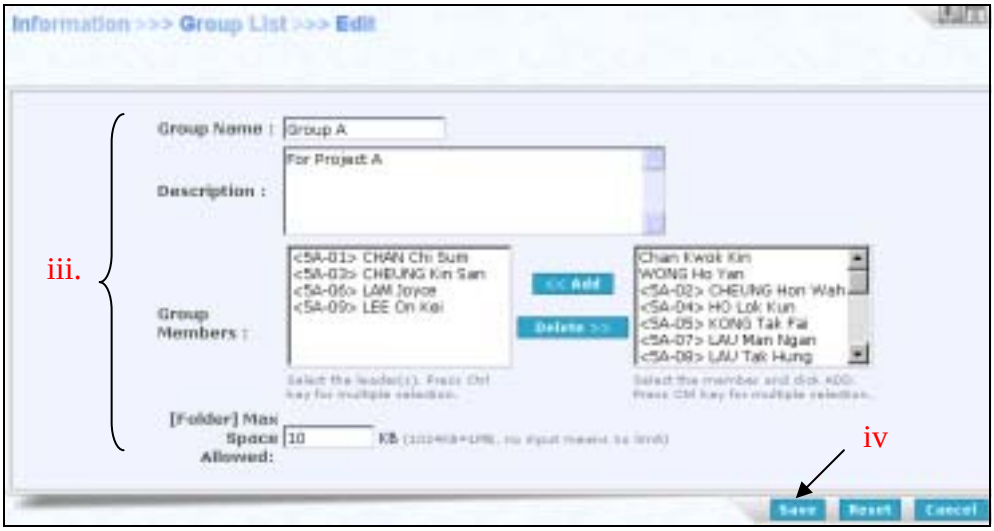
7.1.11.2 To edit a group

i. Click **Group List** to view the group list.

ii. Check the group you want to edit, then click the **Edit** button and make the necessary changes.

iii. Change the information.

iv. Click **Save** when you have finished.



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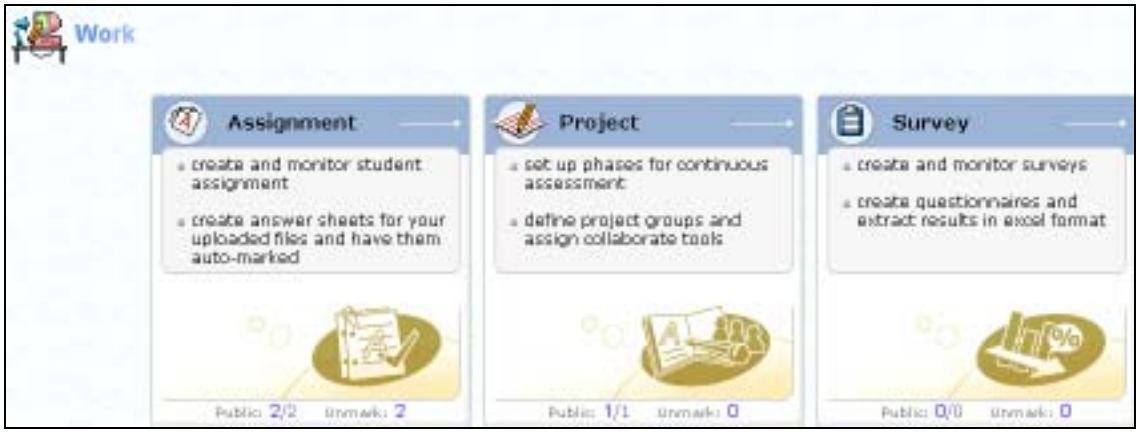
7.2 Work

There are three sections Under Work : Assignment, Project and Survey.


Work
Assignment
create and monitor student assignment
create answer sheets for your uploaded files and have them auto-marked
Project
set up phases for continuous assessment
define project groups and assign collaborate tools
Survey
create and monitor surveys
create questionnaires and extract results in excel format

7.2.1 Assignment

7.2.1.1 Creating Assignment Instruction

i. To create an assignment for your student users, click on **New**

.

ii. Enter the title of the assignment and for your students. If you know HTML and like the instruction viewed as a web page, you can use HTML and select *HTML Tags Allowed*. You can click on **HTML Preview** to see how it looks like. If you don't use HTML, just select **Plain Text**.

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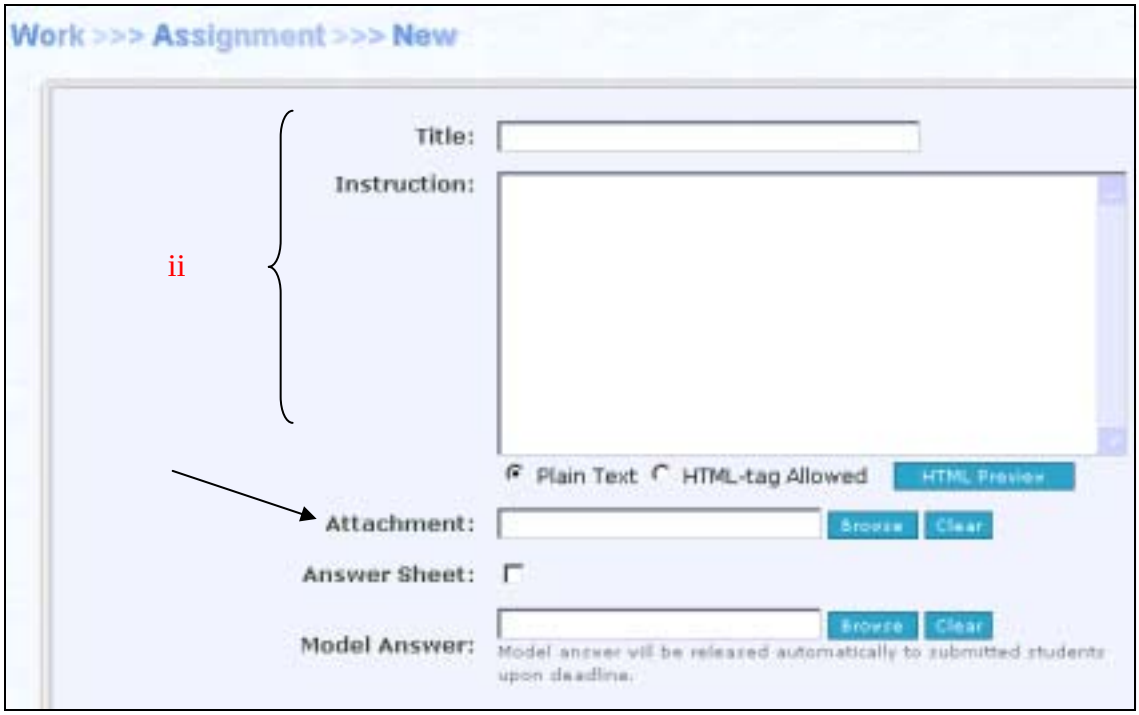
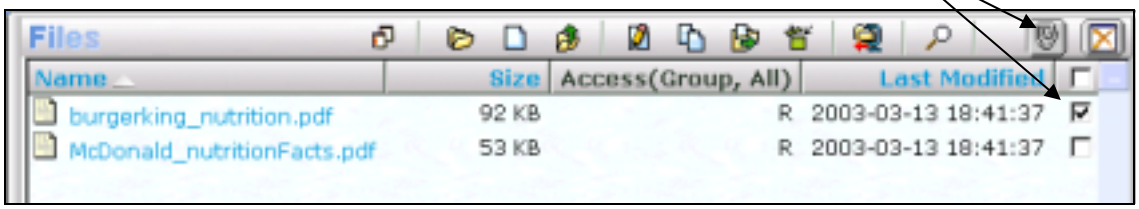
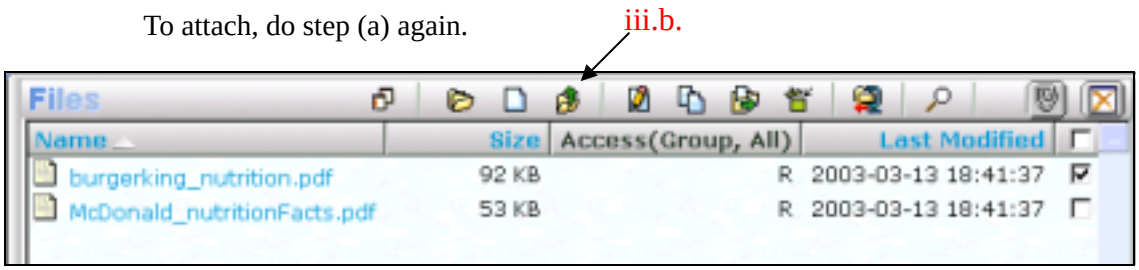


iii. Click **Browse of Attachment** if you want to add a file to supplement the assignment instruction. In the pop-up page, you can do one of the following:

a. if the to-be-attached file is already in the Assignment folder of the Resources, select the file and click **Attach**.



b. if you don't have the file in the Resources but have it on your desktop, you can upload it to the Resources>Assignment by clicking **Upload** first (Refer to 6.1.1.4), then clicking **Browse** and clicking **Upload** again. To attach, do step (a) again.



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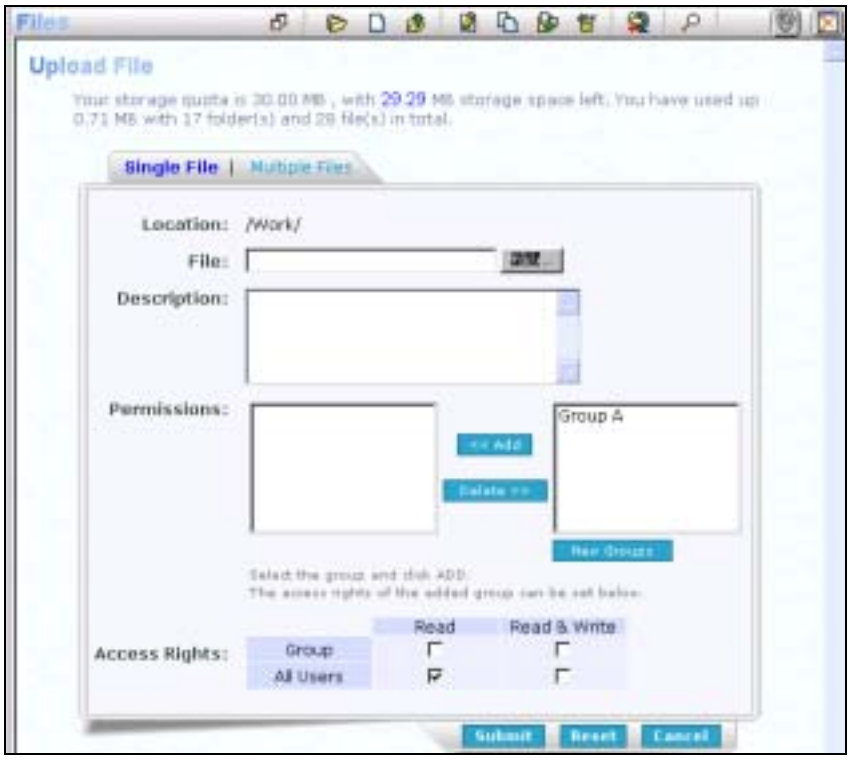
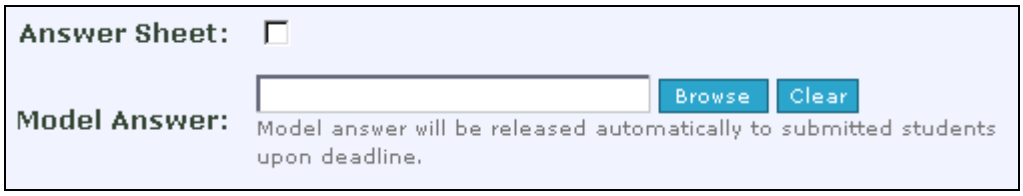


iv. If you want to attach an Answer Sheet or a Model Answer to this assignment instruction, you can follow the same procedure as for Attachment in step iii.



v. By default, this assignment is open to the whole class. You may however give access permission for only certain groups. In the right box, select and click on the group(s) that you like this assignment to be restricted to. Click **Add.** If you don't have a group and would like to create a new group right now, click on the **New Groups** button on the right and follow *Section 7.1.11.1 steps ii and iii.*

vi. Define the deadline of assignment submission.

vii. Decide whether or not you want it to be published or not. Select **Public** if you want the students to see the assignment now or select **Private** if you want to release it later.

viii. (optional) Check the box 'Send email to all users' to ensure nobody misses the item.

ix. Click **Submit** when you have finished.

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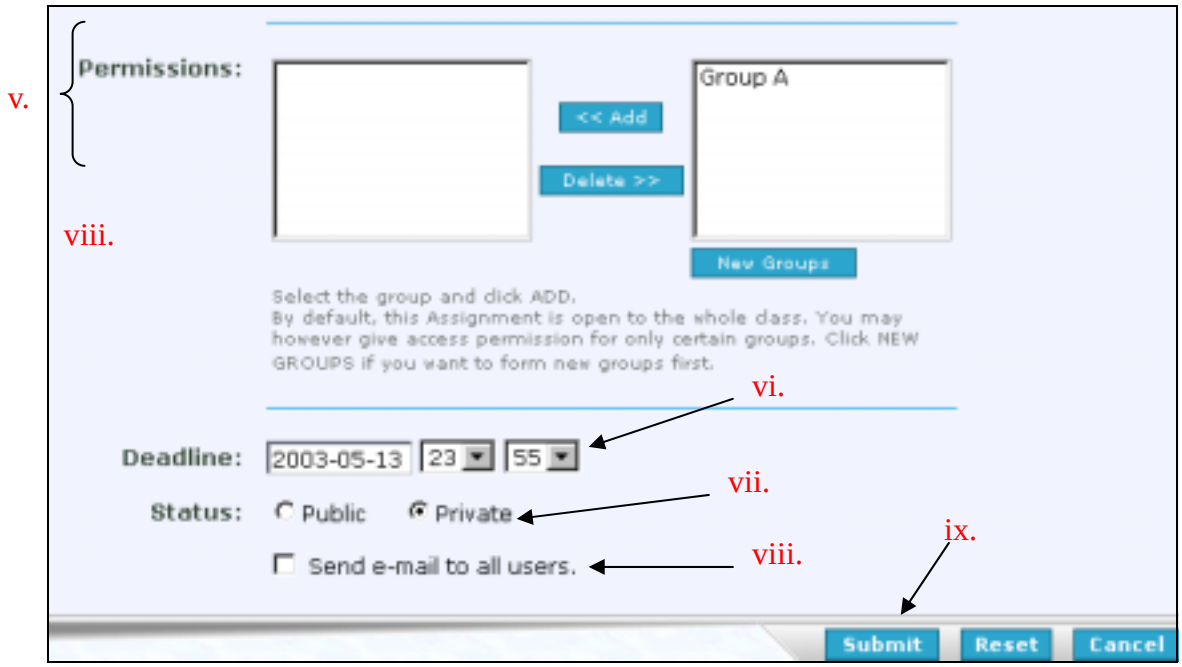

7.2.1.2 Create an Answer Sheet

Click Save after you have filled the instructions. An answer sheet will be shown in a pop up window. If you have uploaded an attachment, you will see the uploaded file on the left hand.

i Enter the **Section Header**.

ii Select **Question Type**.

iii Choose the **options** (for MC question only).

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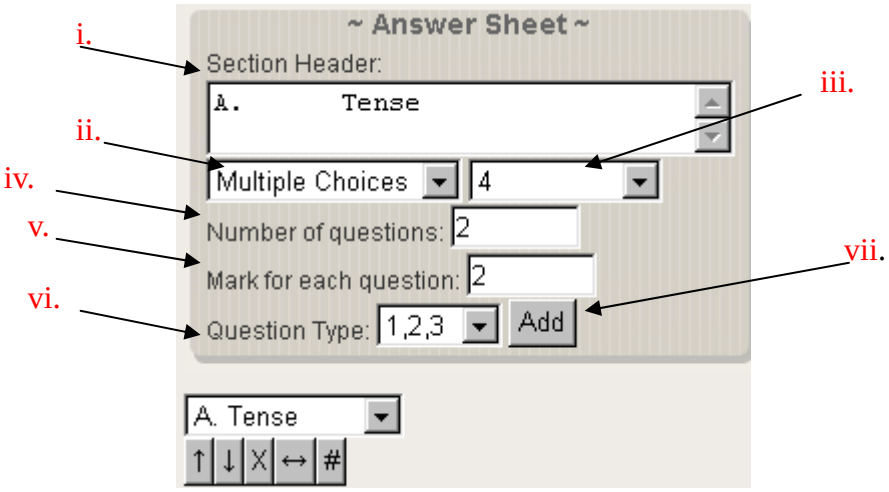


iv Fill in the **number of questions**.

v Fill in the **Mark for each question.**

vi Choose the **Question Types.**

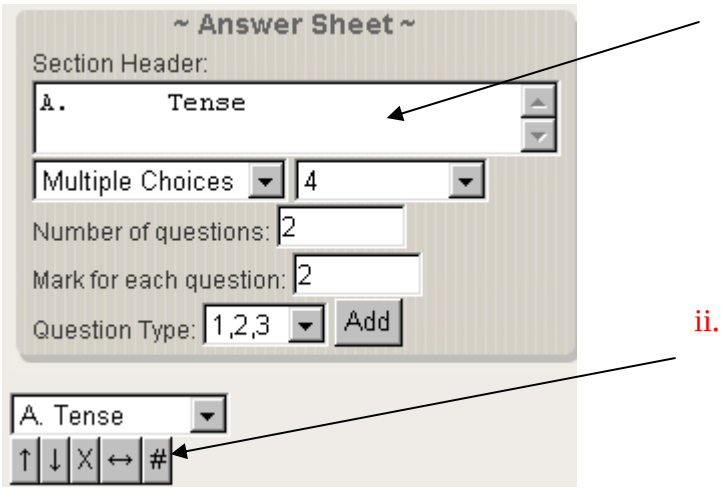
vii Click **Add** when you have finished.

7.2.1.3 Edit Answer Sheet

i Choose the section header to be edited.

ii Select suitable method of editing.

iii Click **Submit** when you have finished.



↑ Move Up

↓ Move Down

X Delete

↔ Change Section Header

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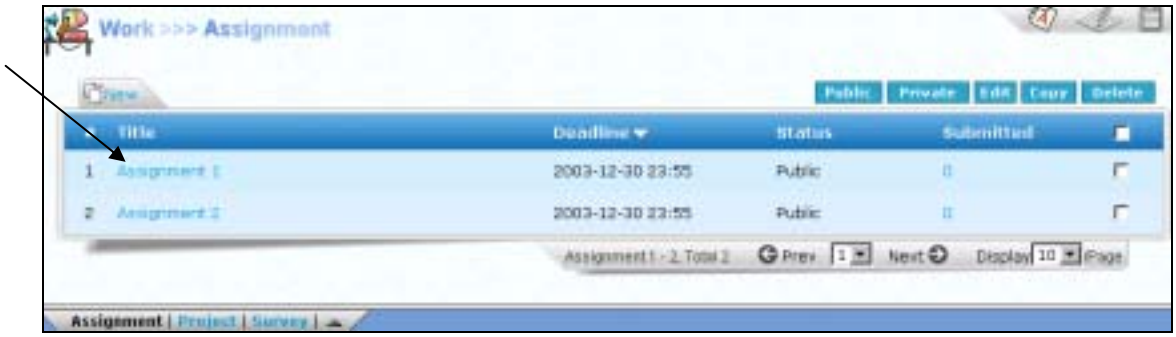
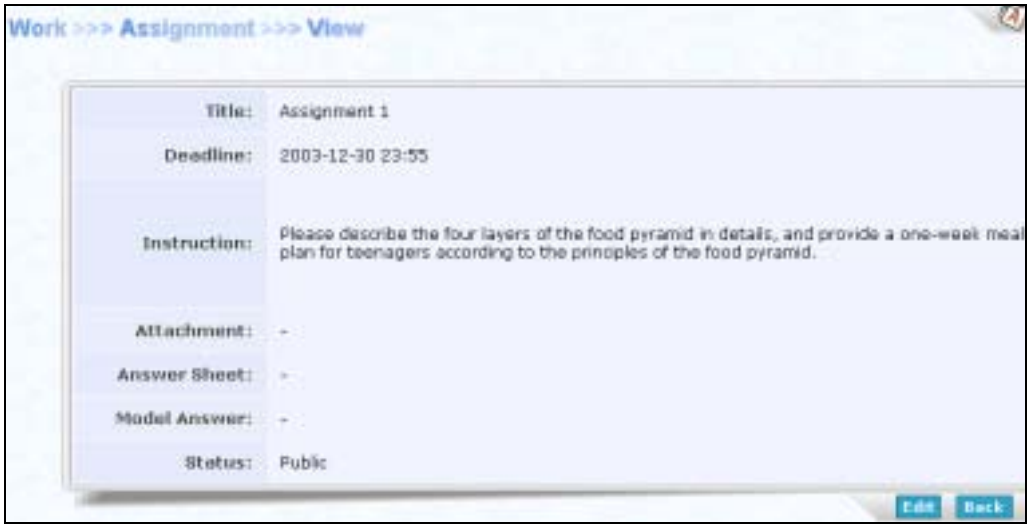
Change number of questions

7.2.1.4 Reading Assignment Instruction

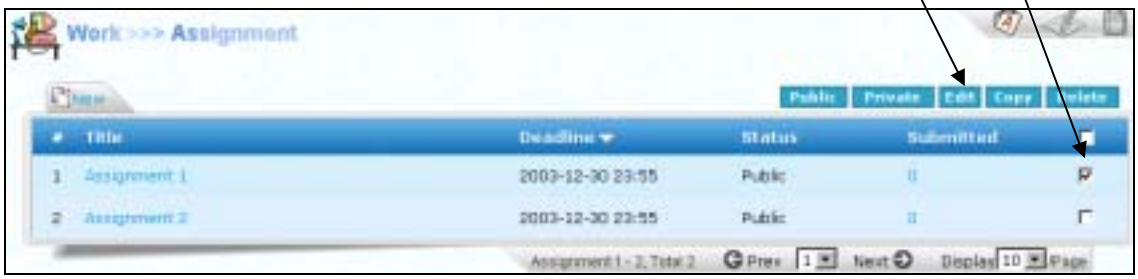
If you want to read the assignment instruction that you prepared before, click on the assignment title. You will then see the details about that particular assignment.





7.2.1.5 Editing Assignment Instruction

i. Check the box of the assignment that you want to edit.



ii. Click **Edit** and you will see the page on which you created the assignment instruction before.

iii. After editing, you can click **Save**.

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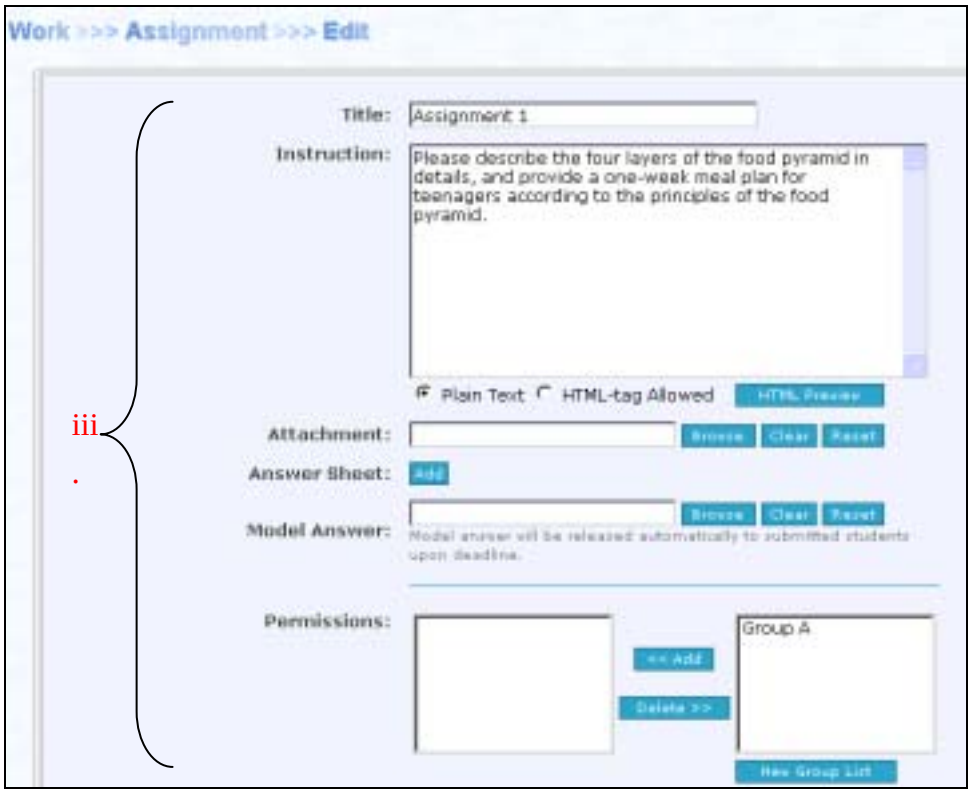

Tips: If the new assignment instruction which you want to give is based on the previous instruction and has lots of similarities, instead of creating new, you can check its box and click on **Edit** and **Save as New**. If the new assignment instruction will be exactly the same as the previous instruction, you then check its box and click **Copy**.

7.2.1.6 Marking Assignments

You can find out how many and who have submitted their assignments on the Assignment page. If you see the figure in the *Submitted* column is more than a zero, it means one or more than one assignment has been submitted.

i Click on the figure in the Submitted column.

ii Click on the submitted file that you intend to mark.

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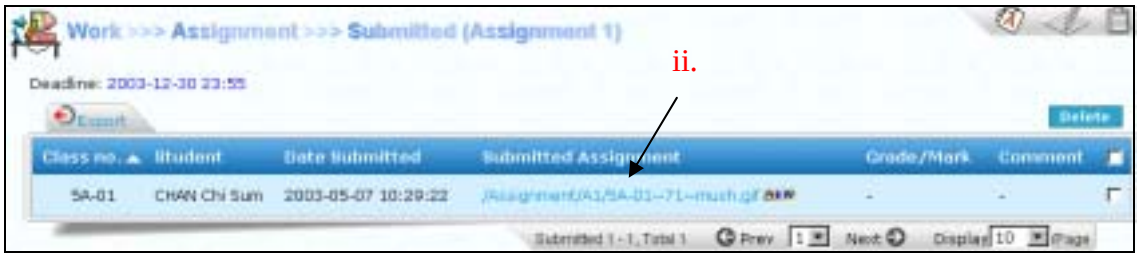
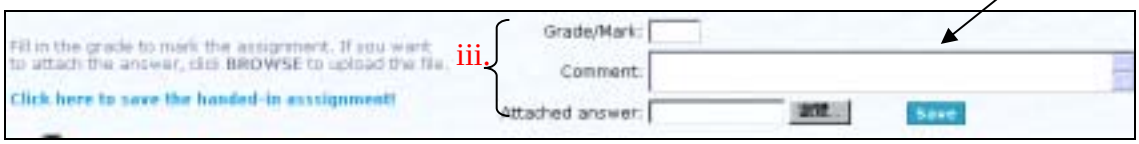


iii The file will be open for you. You may fill in the *Grade* and *Comment*. If you have corrected and have written your remarks right on the student's work, you may copy and paste, and save this whole piece of work. Click **Upload** next to the *Teacher Answer* to upload the student assignment being saved with your remarks. The student will see this *Teacher Answer* file when they access their Assignment page in student mode.

iv Click **Save** when you have finished marking.

v Click on the submitted file that you intend to mark.

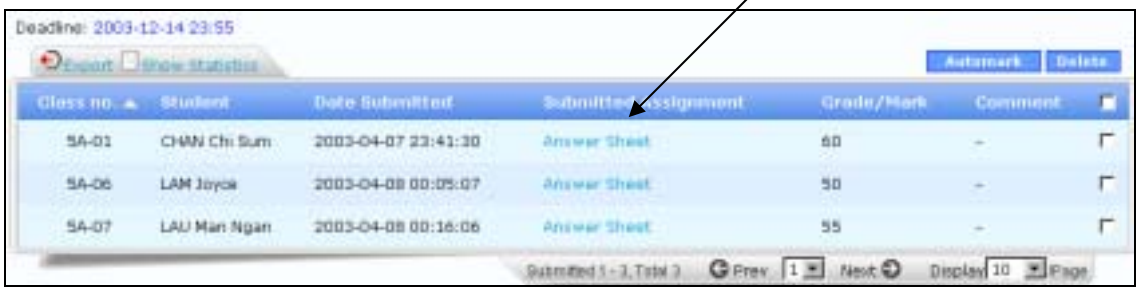


7.2.1.7 Mark Answer Sheet

i. Click on the figure in the Submitted column.

ii Click on the Answer Sheet

iii Make it with the same method as iv.



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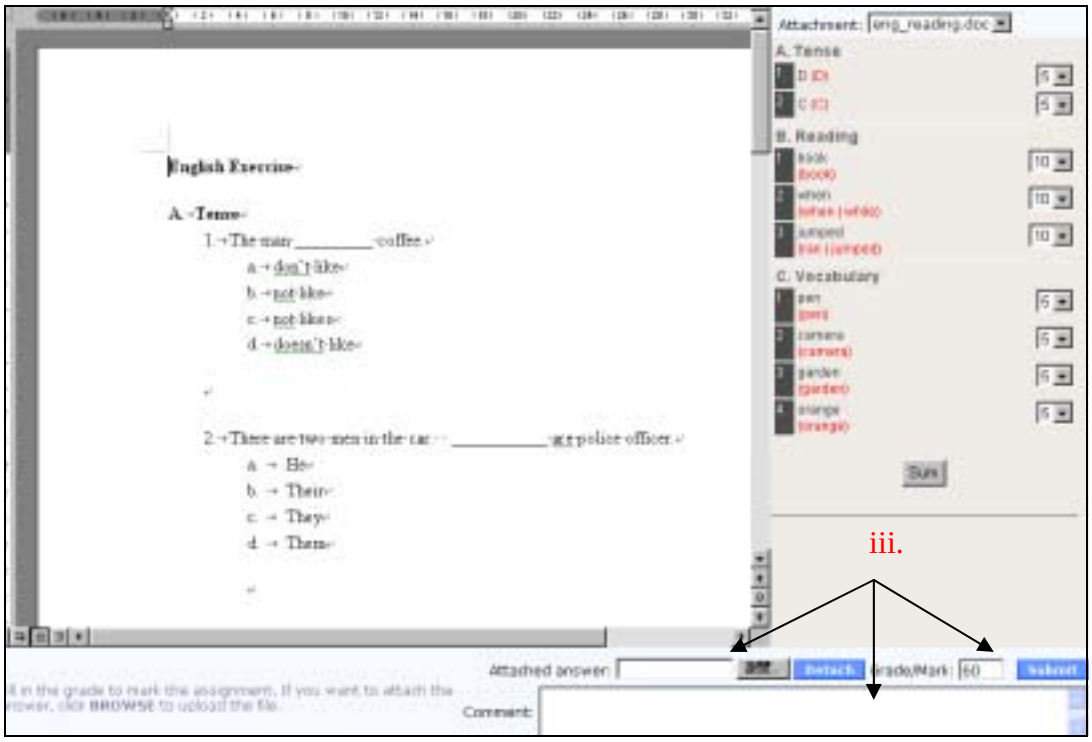


Tips: You can use the Auto mark function to mark the assignment(s). Steps: Check the answer sheet(s), then click Auto mark.

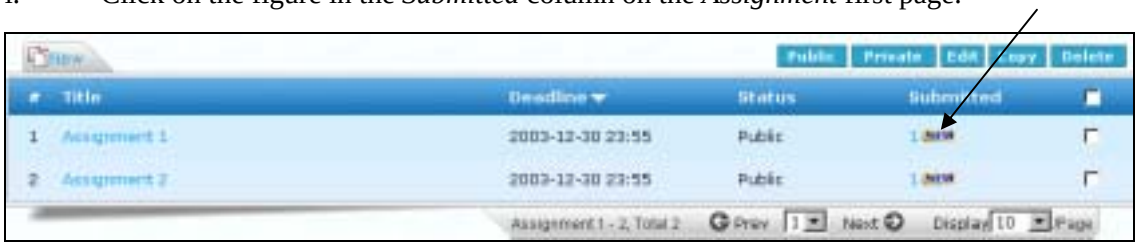
7.2.1.8 Assignment Reminder

eClass can help to spot those student users who have not submitted their assignments to you.

7.2.1.8.1 Email Alert

i.

i. Click on the figure in the *Submitted* column on the *Assignment* first page.



ii. You will see an *Email Alert* under the submitted assignment(s). In the recipient field, you will find the names of those students who have not submitted their assignment. You may write a message to remind them in the space provided.

iii. Click **Send** and they will receive the assignment reminder via their email.

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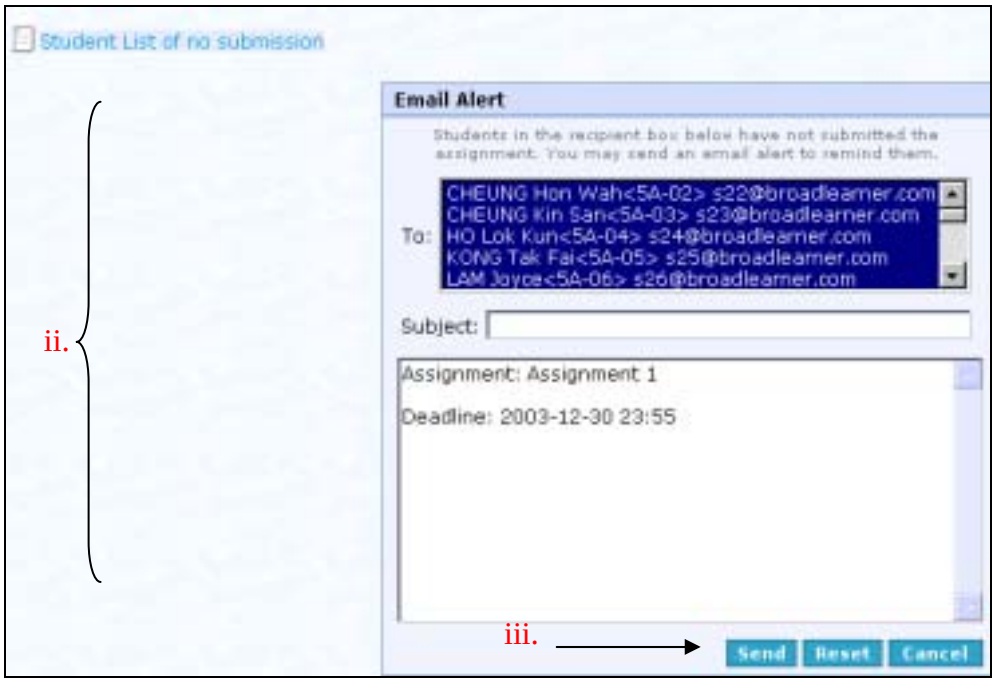
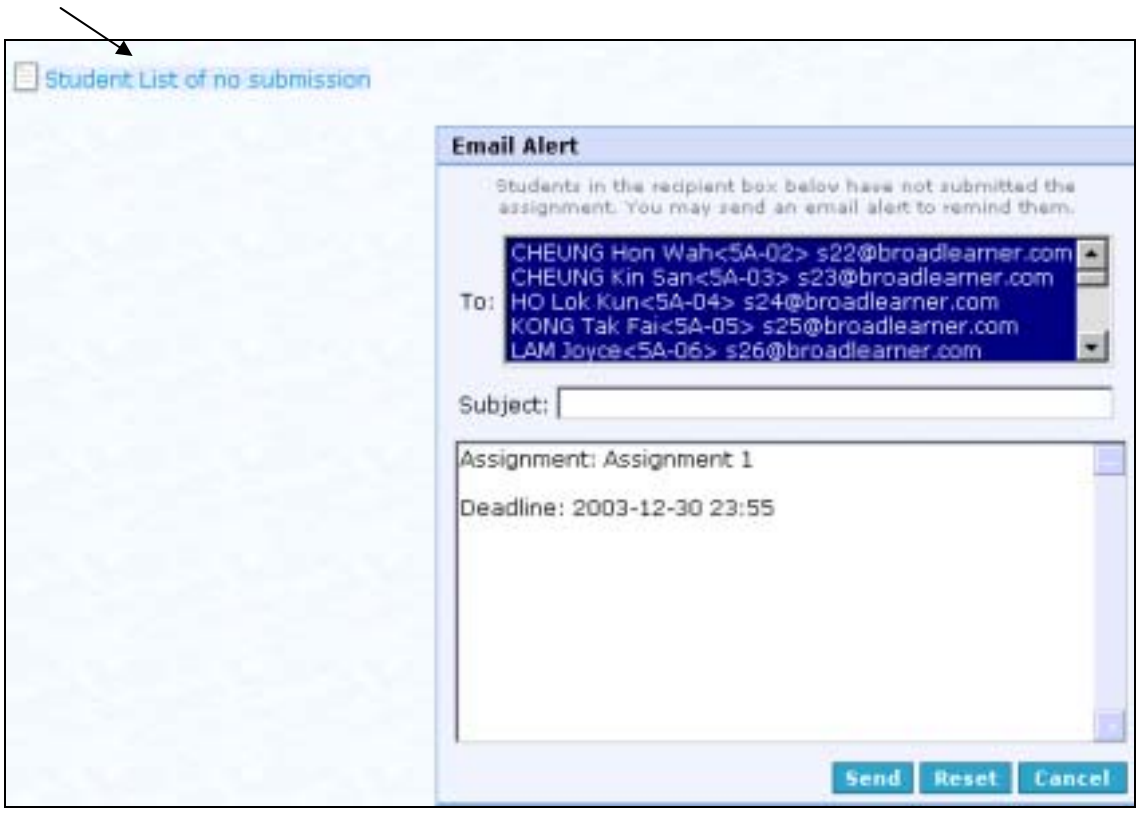


7.2.1.8.2 Student List of no submission

You may also print out the student list of no submission for your reference.

i Click **Student List of no submission**.

ii You will see the Student List of no submission. Click **Print** to print out the list.



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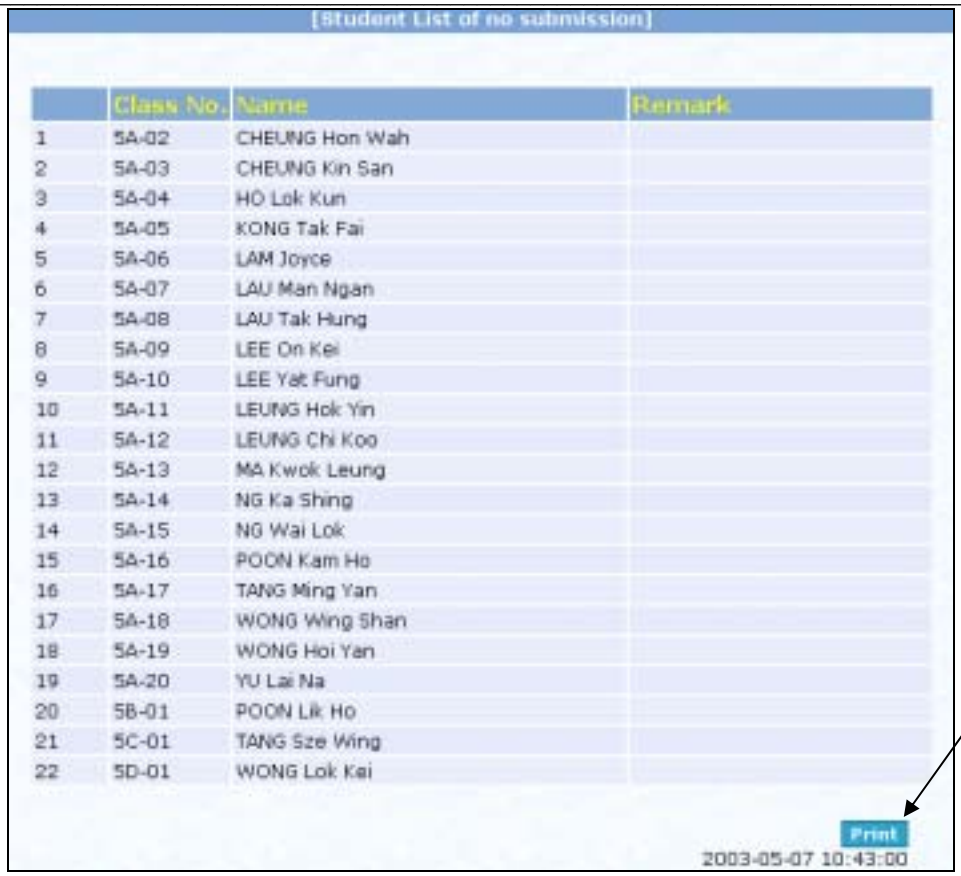
[Student List of no submission]
Class No.
Name
Remark
1 5A-02 CHEUNG Hon Wah
2 5A-03 CHEUNG Kin San
3 5A-04 HO Lok Kun
4 5A-05 KONG Tak Fai
5 5A-06 LAM Joyce
6 5A-07 LAU Man Ngan
7 5A-08 LAU Tak Hung
8 5A-09 LEE On Kei
9 5A-10 LEE Yat Fung
10 5A-11 LEUNG Hok Yin
11 5A-12 LEUNG Chi Koo
12 5A-13 MA Kwok Leung
13 5A-14 NG Ka Shing
14 5A-15 NG Wai Lok
15 5A-16 POON Kam Ho
16 5A-17 TANG Ming Yan
17 5A-18 WONG Wing Shan
18 5A-19 WONG Hoi Yan
19 5A-20 YU Lai Na
20 5B-01 POON Lik Ho
21 5C-01 TANG Sze Wing
22 5D-01 WONG Lok Kai
Print
2003-05-07 10:43:00

7.2.2 Project

7.2.2.1 Create a Project

i. Click New

ii. Fill in the Title, Type and Instruction of the Project.

iii. You may click HTMLl-tag allowed if you want to add effect with HTML tag. Click Plain Text if you do not want to use HTML.

iv. Upload an attachment for reference to student.

v. Choose the status: Public or Private.

vi. Click Send e-mail to all users to alert your students for this project.

vii. Click next when you have finished.

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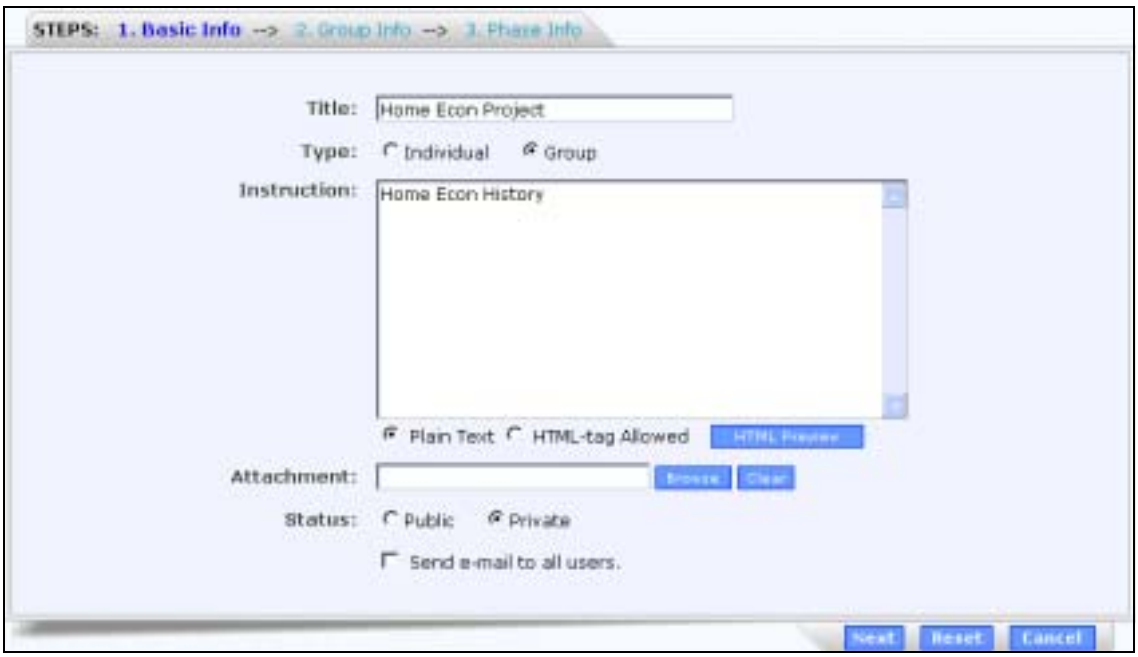
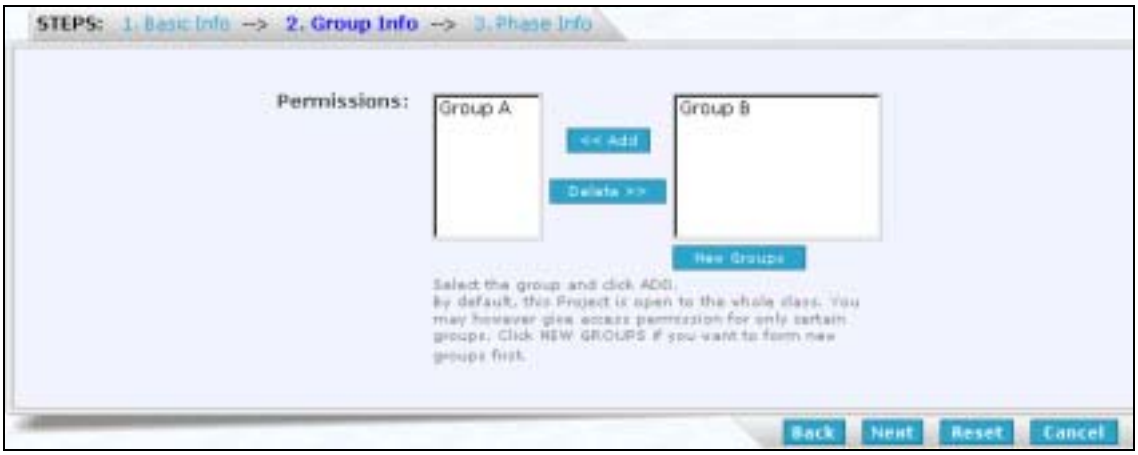


viii. Assign group(s) for this project.

ix. You may also assign Forum, Chatroom and shared folder to the group.

x. Click **Next** when you have finished.


STEPS: 1. Basic Info --> 2. Group Info --> 3. Phase Info
Permissions:
Group A
<< Add
Delete >>
Group B
New Groups
Select the group and click ADD.
By default, this Project is open to the whole class. You may however give access permission for only certain groups. Click NEW GROUPS if you want to form new groups first.
Back
Next
Reset
Cancel

xi. Enter the Total Number of Project Phases

xii. Fill in the Phase Name, Interim Date, Percentage and Report. If you want to provide an reference file to your student, click the blank place of Attachment to attach a file from work folder.

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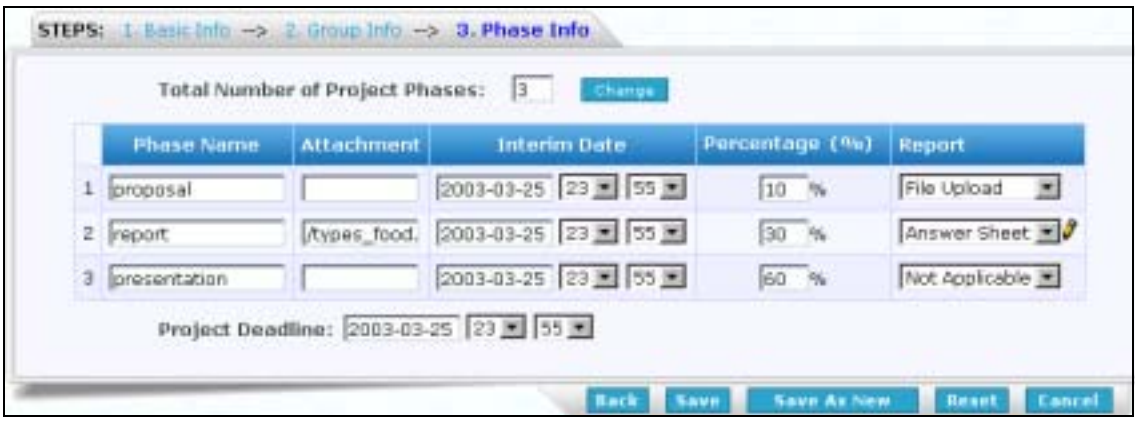
STEPS: 1. Basic Info --> 2. Group Info --> 3. Phase Info
Total Number of Project Phases: 3 Change
Phase Name
Attachment
Interim Date
Percentage (%)
Report
1 proposal 2003-03-25 23 55 10 % File Upload
2 report /types_food. 2003-03-25 23 55 30 % Answer Sheet
3 presentation 2003-03-25 23 55 60 % Not Applicable
Project Deadline: 2003-03-25 23 55
Back
Save
Save As New
Reset
Cancel

xiii. You may define an answer sheet to be one of the report formats. To add an answer sheet, you have to upload a attachment first. Select answer sheet from the menu bar of Report. Then click to create an answer sheet. Please refer to 7.2.1.2 for reference.

xiv. Click **Save** when you have finished.

7.2.2.2 Edit Project

To edit project, check the box of the project on the right and click edit. You will see the pages of 7.2.2.1. Make necessary changes and click **Save**.

7.2.2.3 Change Status of Project

To change the status of project, check the box of the project on the right and click **Public** or **Private**. Public: open to all students; Private: personal view only.

7.2.2.4 Delete Project

To delete the project, check the box of the project on right hand side and click **Delete**

7.2.2.5 Check the Progress of Project

i. Click on the figure in the Submitted column.

ii. Click on the submitted file that you intend to mark.

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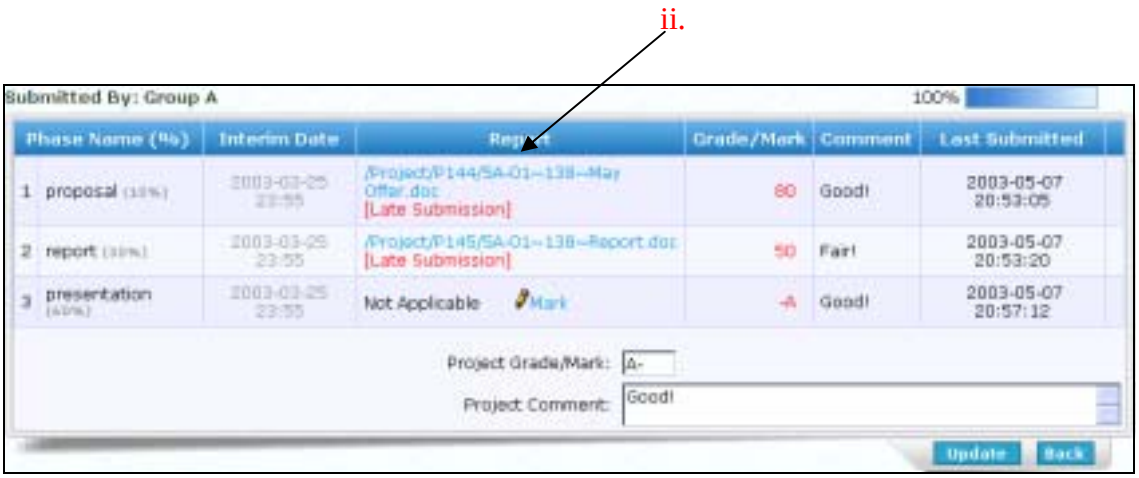
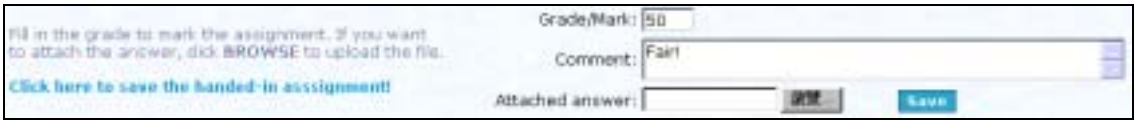


iii. Fill in the Marks and Comment.


Fill in the grade to mark the assignment. If you want to attach the answer, click BROWSE to upload the file.
Click here to save the handed-in assignment!
Grade/Mark:
50
Comment:
Fair!
Attached answer:
Save

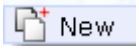
iv. Click **Save** when you have finished.

7.2.3 Survey

This builder helps you create surveys for the purposes of needs analysis, course evaluation, etc. Students may do the same survey once only.

7.2.3.1 Create a Survey

Creating a survey involves three parts: giving instruction, uploading an attachment, adding an answer sheet.

i. Click New 

ii. Enter the **Title** and **Description.** The description can be the survey instruction.

iii. Press Browse to upload an attachment.

iv. Check the box of Answer Sheet

v. You may assign this survey to certain group(s).

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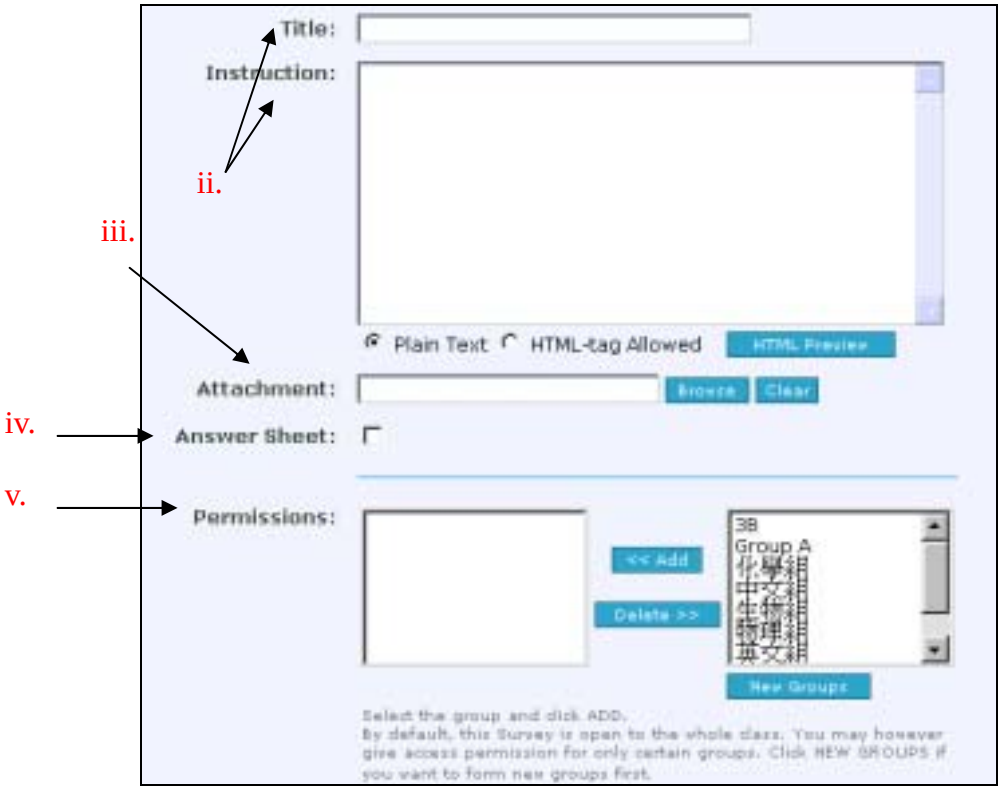
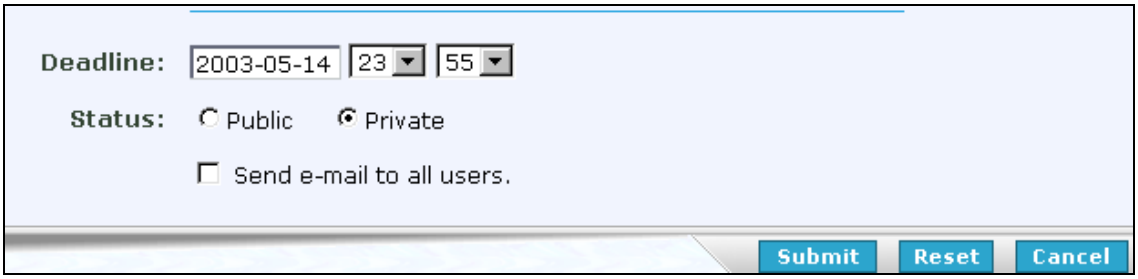


vi. Fill in the deadline of the survey.

vii. Choose the status of the survey: **Public** or **Private.**

viii. (Optional) Alert users with check the box of **Send e-mail to all users.**

ix. Click **Submit** when you have finishe.d



Tips: Refer to 7.2.1.2 to create an answer sheet for survey.

7.2.3.1 Edit Survey

i. Check the box of the survey on right hand side, then click **Edit**.

ii. Make changes of the basic information or press edit to edit the answer sheet.

iii. Click **Save** or **Save as New** when you have finished.

7.2.3.2 Copy Survey

i. Check the box of the survey on the right and then click **Copy**.

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7.3 Learning Profile

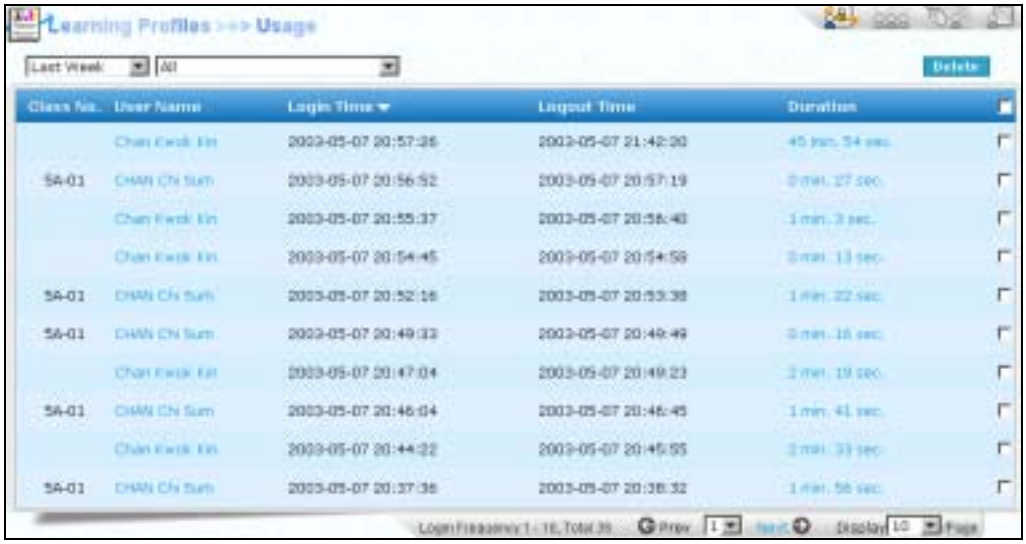
There are three sections Under Learning Profile : Usage, Participation, Online Assessment Record.and Mark Sheets.

7.3.1 Usage

The Usage shows you the login frequency of all the users in this eClass room including yourself.

7.3.1.1 Short-listing the record items

If you want to focus on a certain period of the time, you can point at the first selection box and select one of the following*: Today, Last Week, Last 2 Weeks, Last Month, All*. If you want to focus on a particular user, you can point at the second selection box and select the user's name.



7.3.1.2 Arranging the record order

The record can be listed according to the users' names, login and logout time and their duration. Just simply click the corresponding item in the first row of the table.

7.3.1.3 Finding out the functions being accessed

To find out what kinds of functions being accessed by different users, you can click on the duration time length of that particular user. In the new pop-up window, you will see the functions being accessed by him/her and the number of visited pages.

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TIPS: Sometimes, you may not want to keep so much information especially when you find some of the login information isn't useful. Simply use the **Delete** function to delete the specified record items. To do so, first check all the corresponding items and then click **Delete**.

7.3.2 Participation

By clicking Participation, you will see whether or not there's any contribution made by the individual user to Contents, Course Work, Assessement, Student's Box, Social Corner and Class Files. The figure represents the number of attempts they made. The top users (a quarter of total number of users) of each function are displayed too.

Learning Profiles >>> Participation
Participation
Top 5 Users
Users Contents Course Work Assessment Student's Box Social Corner Class Files
Chan Kwok Kin 153 12 11 4 139 184
WONG Ho Yan 0 0 0 0 0 0
5A-01 CHAN Chi Sum 5 21 30 5 6 0
5A-02 CHEUNG Hon Wah 1 8 10 0 0 1
5A-03 CHEUNG Kin San 1 1 0 0 6 3
5A-04 HO Lok Kun 0 2 3 0 4 0
5A-05 KONG Tak Fai 0 2 0 0 0 0
5A-06 LAM Joyce 0 2 0 0 0 0
5A-07 LAU Man Ngan 0 2 0 0 1 0
5A-08 LAU Tak Hung 0 0 0 0 0 0
5A-09 LEE On Kei 0 0 0 0 0 0
5A-10 LEE Yat Fung 0 7 0 0 0 0
5A-11 LEUNG Hok Yin 0 1 0 0 2 0
5A-12 LEUNG Chi Koo 0 0 0 0 0 0
5A-13 MA Kwok Leung 0 0 0 0 0 0
5A-14 NG Ka Shing 0 1 0 0 0 0
5A-15 NG Wai Lok 0 5 0 0 0 0
5A-16 POON Kam Ho 0 4 0 0 0 0
5A-17 TANG Ming Yan 0 0 0 0 0 0
5A-18 WONG Wing Shan 0 0 0 0 0 0
5A-20 YU Lai Na 0 1 0 0 0 0

7.3.3 Online Assessment Record

By clicking Online Assessment Record, you will see the students' performance in the three assessment rooms: Self-test, Exercise and Exam.

7.3.3.1 Viewing the overall performance

Each room column shows the number of attempts that the individual student has made, the total score he/she gained and the percentage he/she got. The score in brackets tells you the full score for that particular item.

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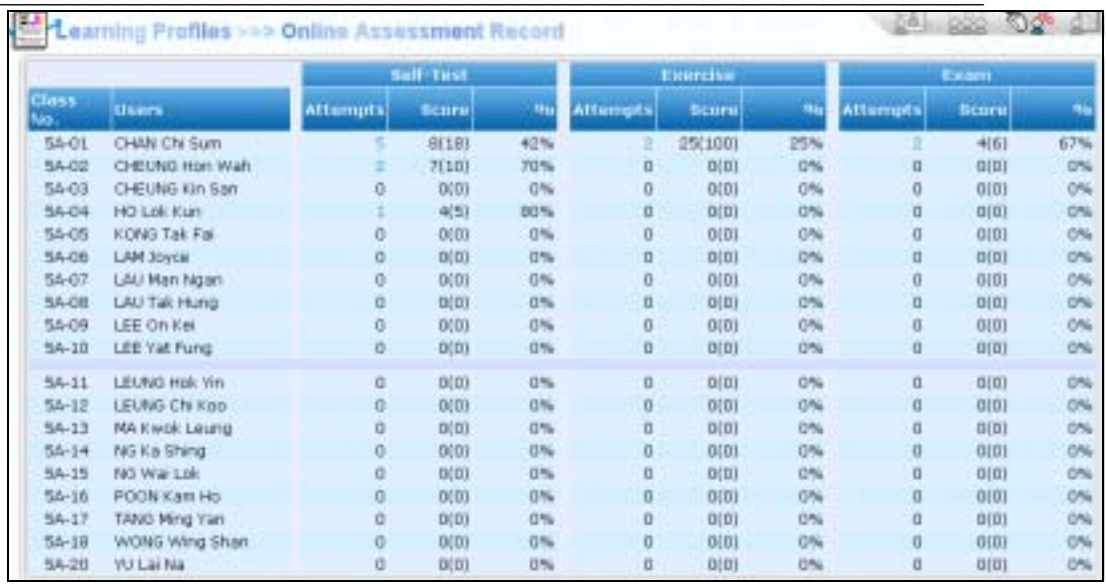
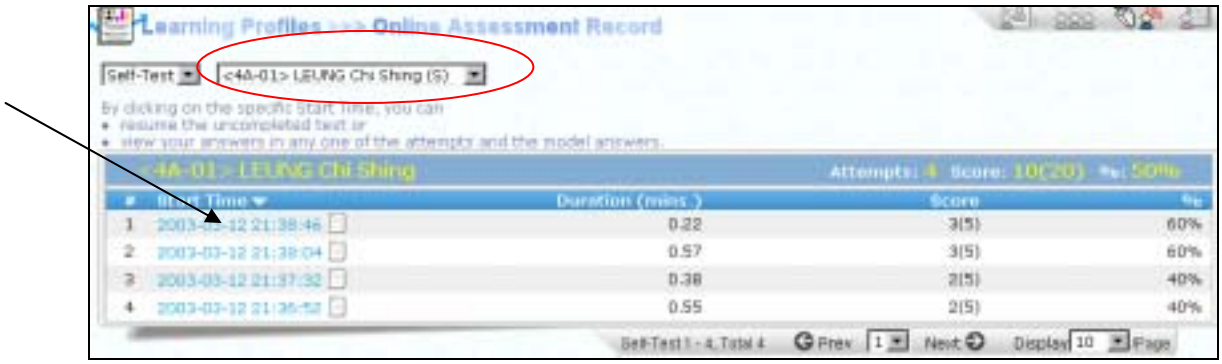


7.3.3.2 Viewing the performance on individual attempted paper.

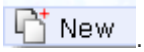
Click on the figure of the *Attempts* Column and you will see the results of the paper(s) attempted by the individuals in a pop-up window.



7.3.4 Mark-Sheet

In order to help you organize all your records in a neat and tidy way and to allow you to access the mark-sheet anywhere, eClass allows you to record students' marks which are outside eClass.

7.3.4.1 How to create a mark-sheet?

i. Click **Mark-Sheet** tab and then click **New** 
.

ii. Enter the title and the description.

iii. Click **Submit**.

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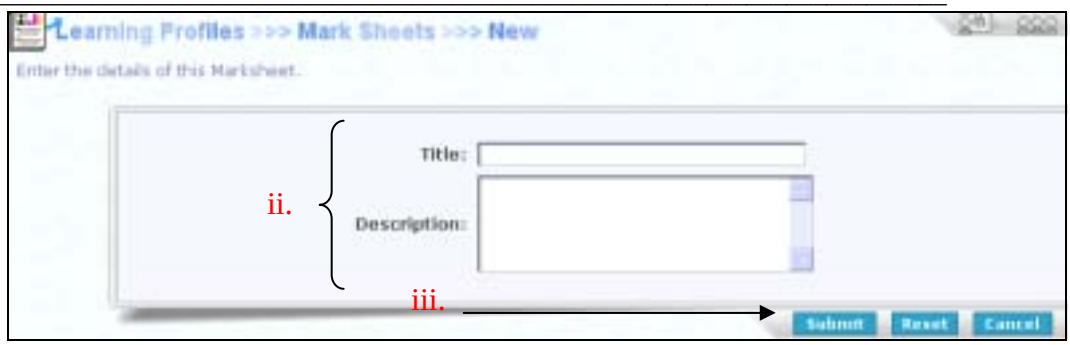
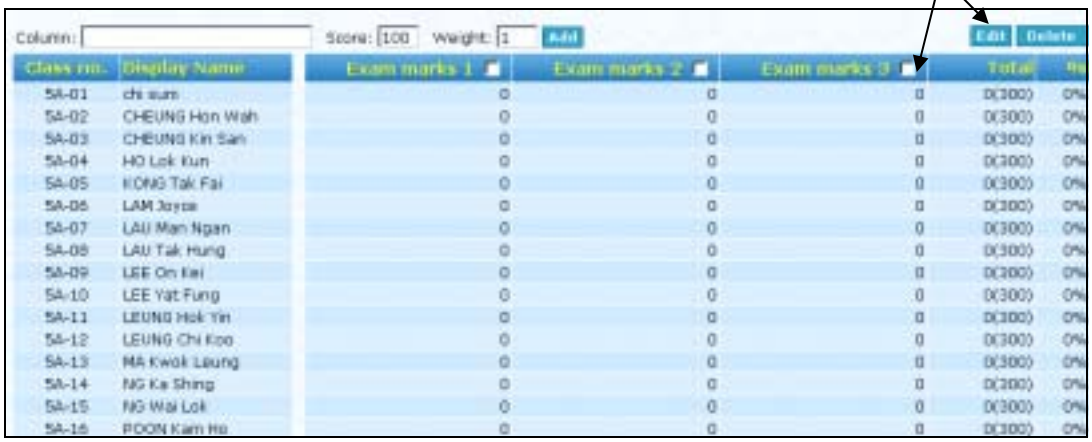


iv. You may have different columns (representing different quizzes, dictations, etc.) for this mark-sheet. Work on the columns one by one. Fill in the *Column* field with a name first, e.g. Dictation 1. Decide the total score for this column, e.g. 100. Enter the *Weight*, e.g. 2 which is related to the whole mark-sheet. Click **Add**.

v. To enter the score for each student, check the box of the column in the top row that you want to work on and click **Edit**.

vi. Enter the score and click **Save**.



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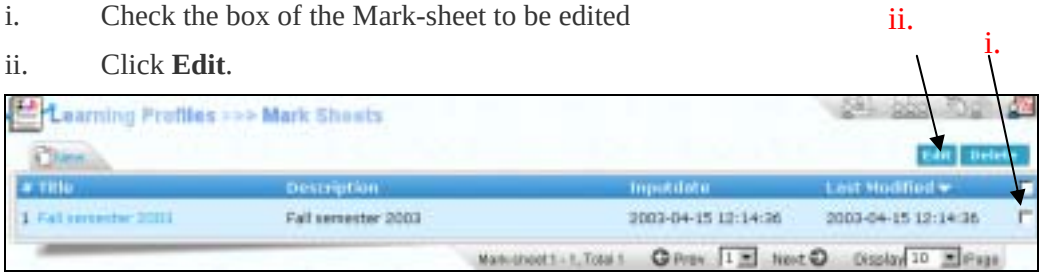
7.3.4.2 How to edit a mark sheet?

i. Check the box of the Mark-sheet to be edited

ii. Click **Edit**.



iii. Make the necessary changes.

iv. Click **Save** when you have finished.

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8 Assessment

The design of the Assessment is to facilitate self-access learning. You can perform Two functions using Assessment: Question Bank and Question Paper Bank. There are Three functions for assessment in Student Mode.

In *Self-Assessment*, question papers are automatically generated on demand. What you need to do is to allocate questions for this purpose. Any questions being assigned as *Public* will go to this room.

In *Exercise*, question papers are supposed to be created by you. Student users can attempt the same paper more than once. Their question papers can be automatically marked.

In *Exam*, question papers are created by you too. Student users can only attempt once. They won't see the model answer until you have read/mark the paper.

To create a question paper, you need to create questions and save them in the question bank first. The Exercise Builder is to help you create question papers for the Practice Room while the Exam Builder is for the Exam Room. You may also make use of the Survey Builder to create a survey.

8.1 Question Bank

There are five types of questions you can create. To create a question, click on the question type you intend to work on. You may use the created questions to build exercises, exams and surveys later on. While you are creating the questions, you may as well decide whether or not you want them to be used in the Self-Assessment Room in student mode.

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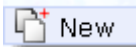
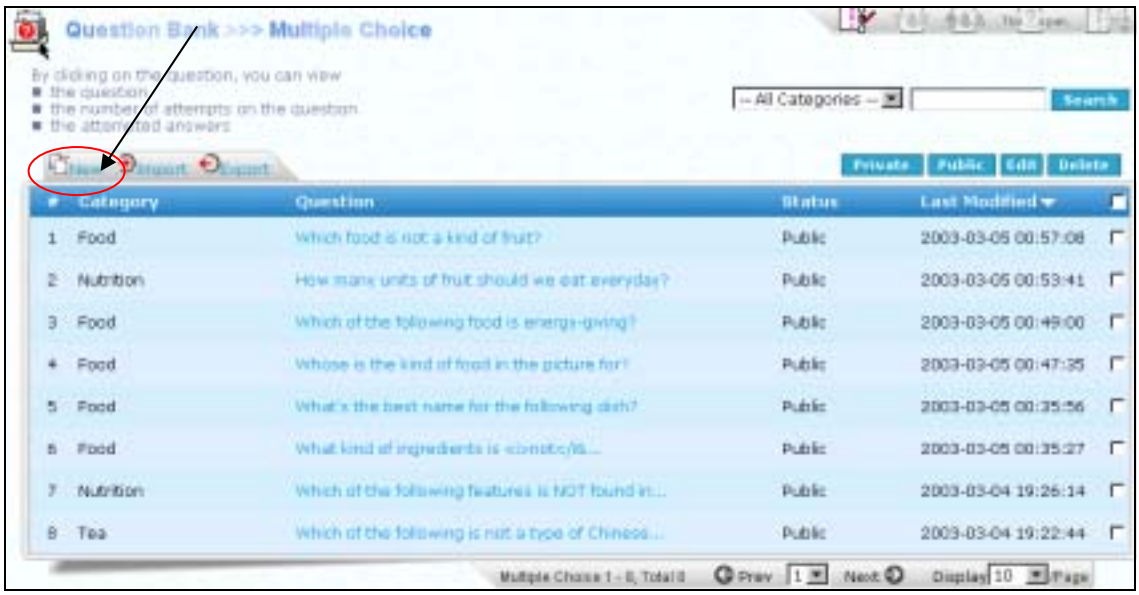
8.1.1 Creating a Multiple-Choice question

8.1.1.1 Basic Mode

i. Click on **Multiple Choice** on the Question Bank page.

ii. Click **New** 



iii. Enter the category, questions and answers.

iv. Check the box **Public** if you want the question to be available for students to self test.

v. Select the correct answer.

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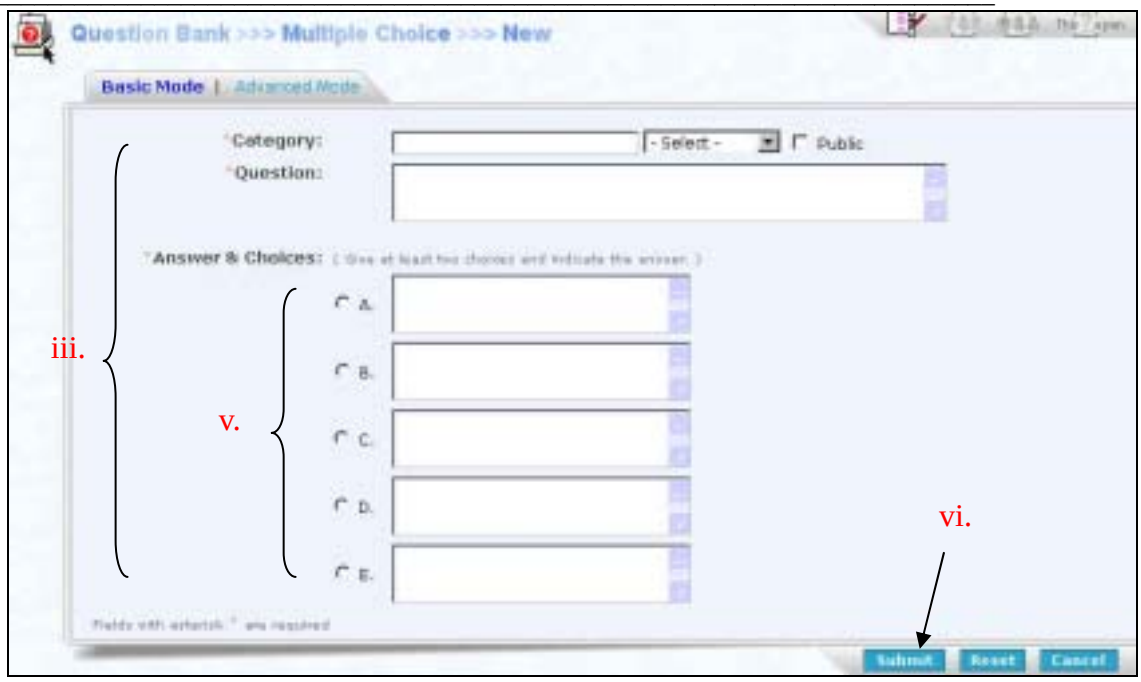
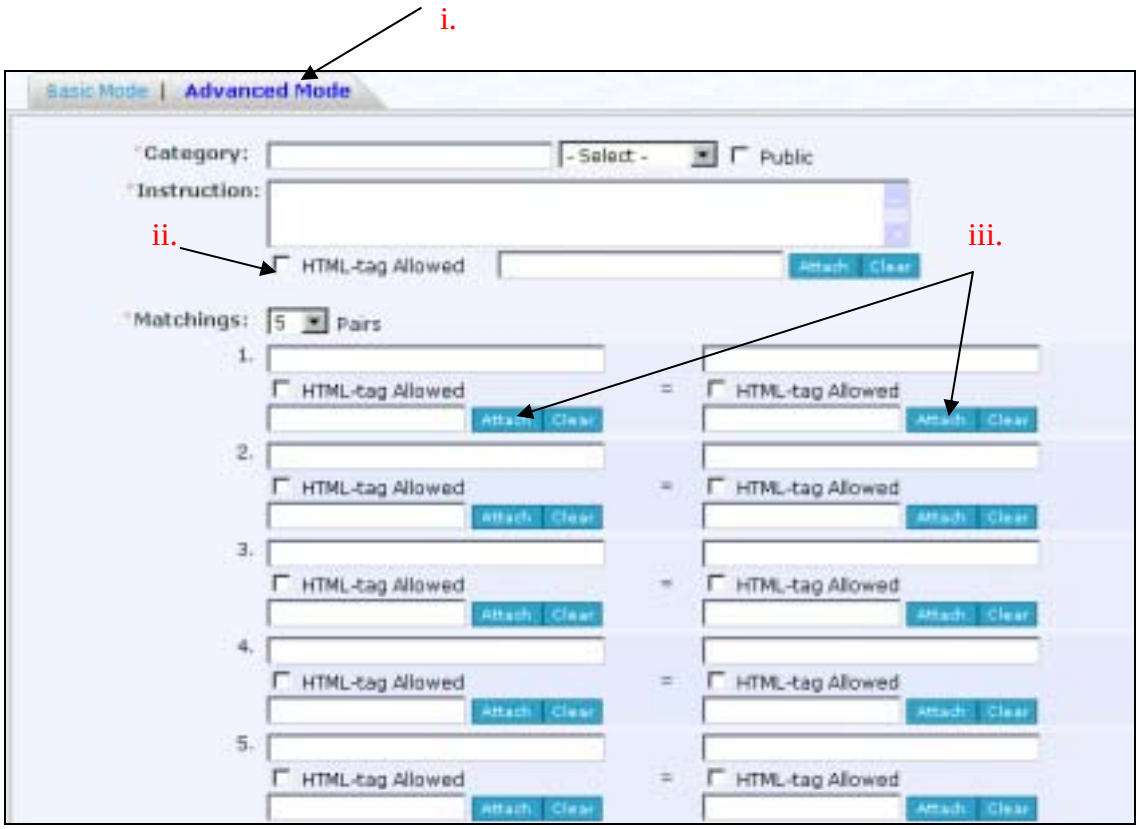


vi. Click **Submit** when you have finished.

8.1.1.2 Advanced Mode

Advanced Mode allows you to add HTML Tags and other reference to students.



i. Switch to Advanced Mode.

ii. HTML tags are allowed in the questions. Check the box **HTML-tags Allowed.**

iii You can upload an image by clicking **Image** for the questions. In the

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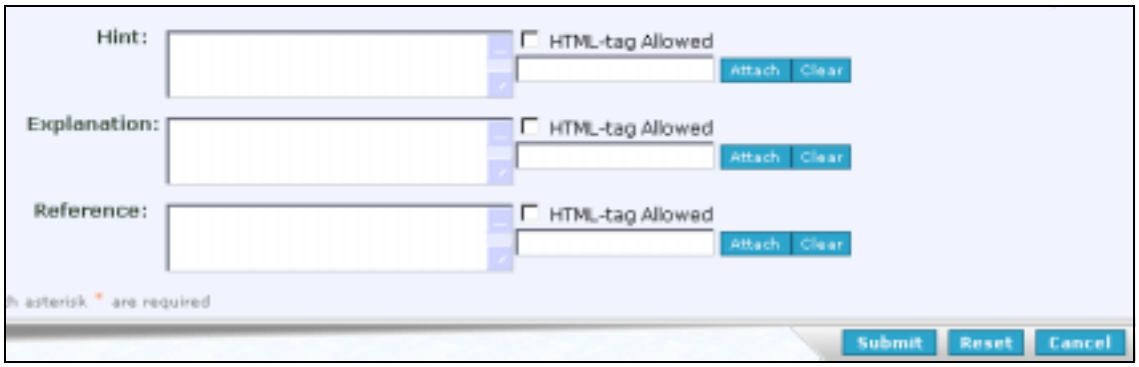
pop-up window, you'll see your *Question Bank Folder* under your *Resources*, select the desired file and click **Attach**.

iv (optional) Enter the *Hint*, *Explanation* and *Reference* if you need.

iv.

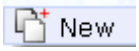


v Click **Submit** when you have finished.

8.1.2 Creating a True & False question

8.1.2.1 Basic Mode

i. Click on **Multiple Choice** on the Question Bank page.

ii. Click **New** 

iii. Enter the Category, Question and the Answer.

iv. Check the box **Public** if you want the question to be available for student's to self test.

v. Click **Submit** when you have finished.

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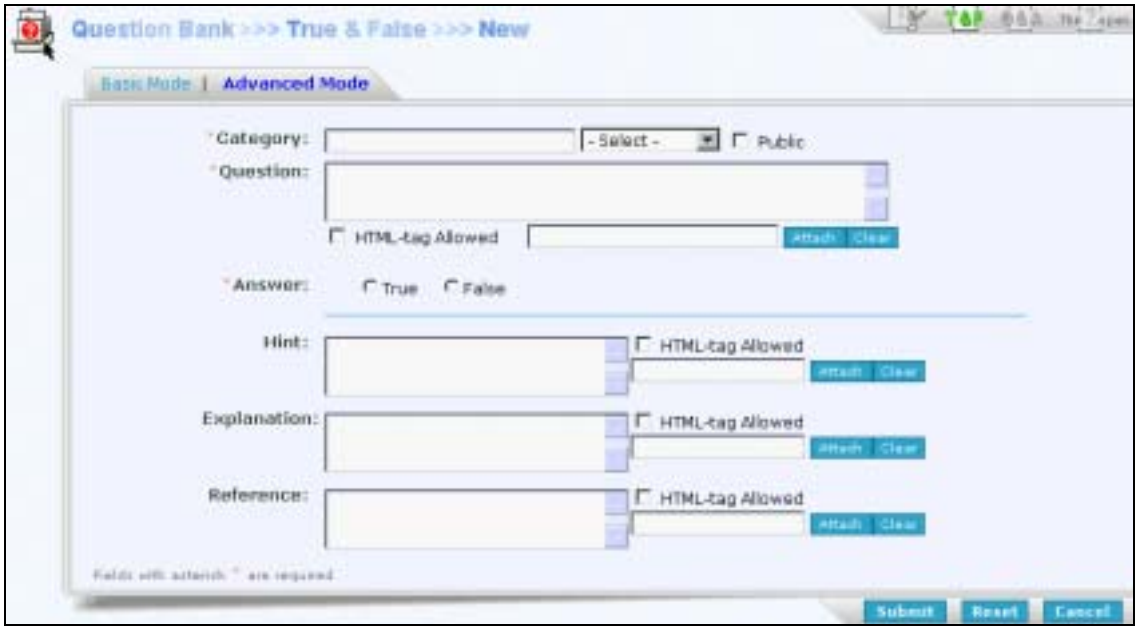
8.1.2.2 Advanced Mode

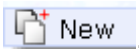
Advanced Mode allows you to add HTML Tags and other reference to students. Refer to 8.1.1.2 for reference.



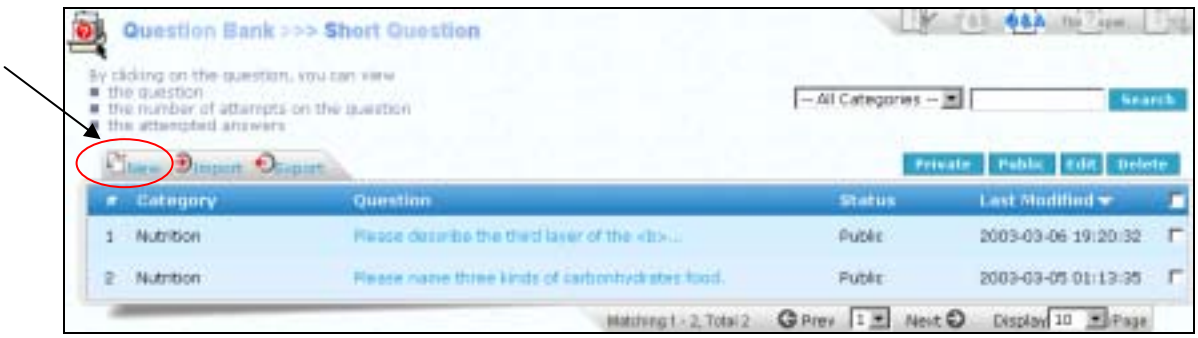
8.1.3 Creating a Short question

8.1.3.1 Basic Mode

i. Click on **Short Question** on the Question Bank page.

ii. Click **New** 

.



iii. Enter the category, questions and the correct answer.

iv. Check the box **Public** if you want the question to be available for student's to self test.

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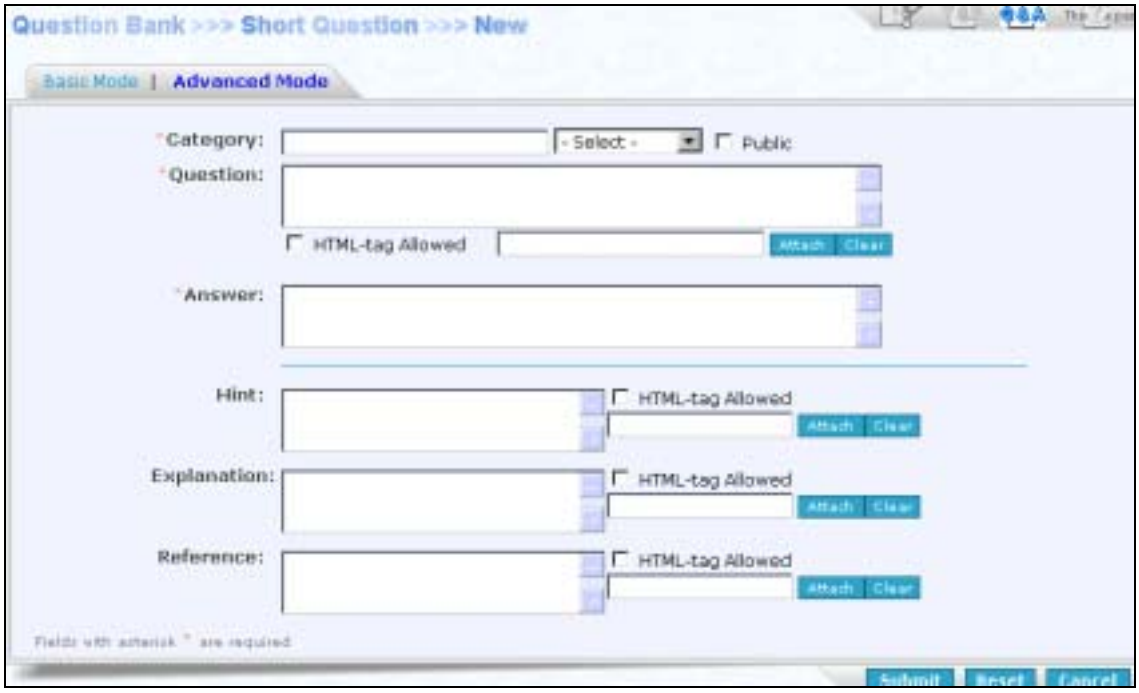
v. Click **Submit** when you have finished.

8.1.3.2 Advanced Mode

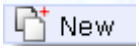
Advanced Mode allows you to add HTML Tags and other reference to students. Refer to 8.1.1.2 for reference.



8.1.4 Creating a Fill-in-the-blank question

8.1.4.1 Basic Mode

i. Click on **Fill-in-the Blank** on the Question Bank page.

ii. Click **New** 

.

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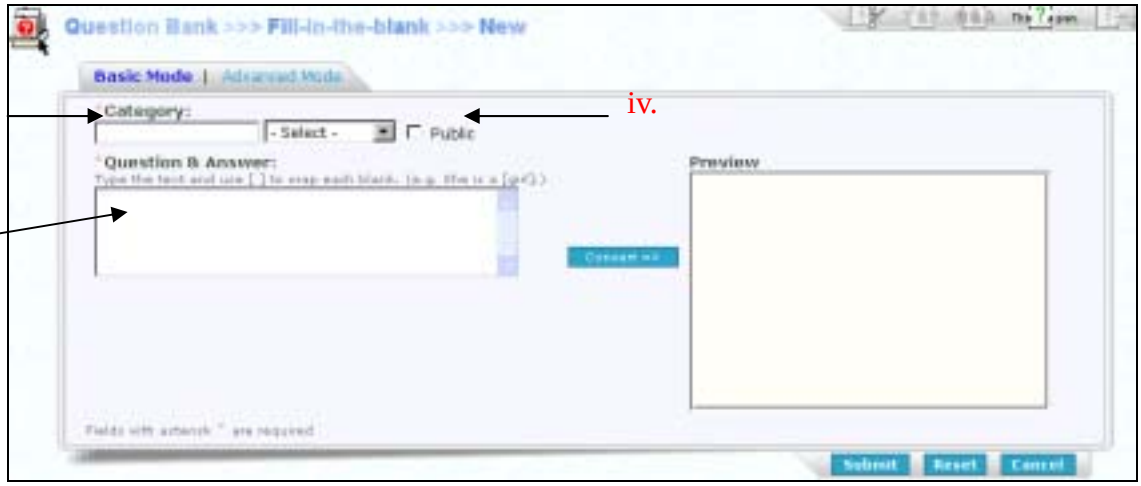
iii. Enter the category

iv. Check the box **Public** if you want the question to be available for students to self test.

v. Enter the sentence/paragraph and the answer in the left text box.

vi. Click the **Convert** and the whole sentence/paragraph is broken into discrete words.



vii. Click **Submit** when you have finished.

8.1.4.2 Advanced Mode

Advanced Mode allows you to add HTML Tags and other reference to students. Refer to 8.1.1.2 for reference.

8.1.5 Creating a Matching question

8.1.5.1 Basic Mode

i. Click on **Matching** on the Question Bank page.

ii. Click **New**

.

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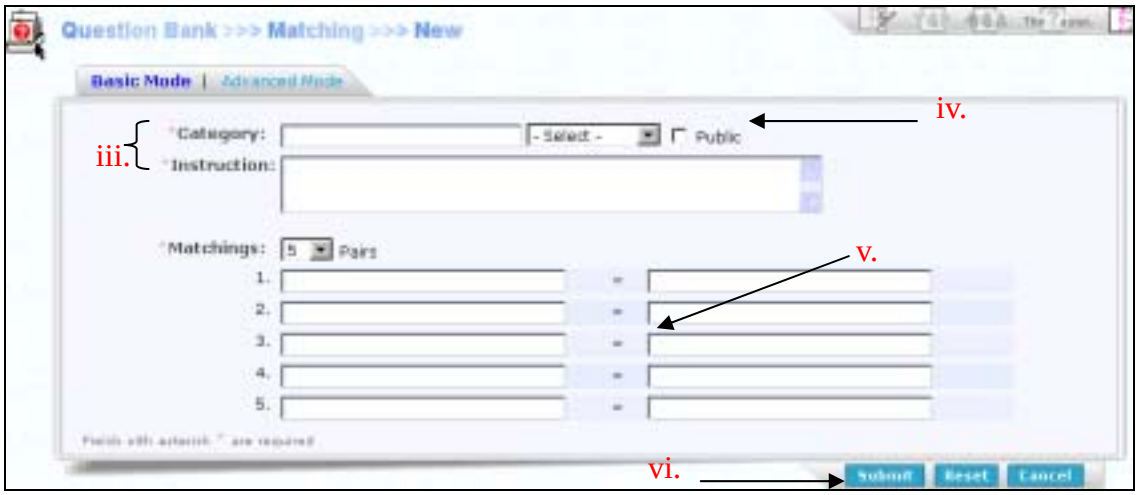
iii. Enter the category and the instruction or question in the space provided.

iv. Check the box **Public** if you want the question to be available for students to self test.

v. The equal sign '=' shows that the items to be put on the left and on the right should be matched..



vi. Click **Submit** when you have finished.

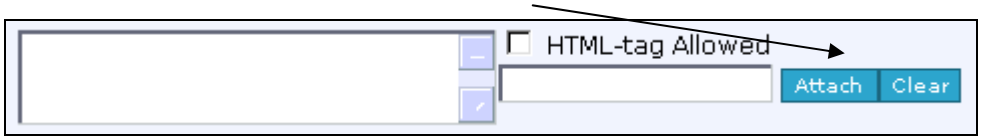
8.1.5.2 Advanced Mode

Advanced Mode allows you to add HTML Tags and other reference to students. Refer to 8.1.1.2 for reference.

8.1.6 How to insert an image file?

You may insert images to the questions of Multiple-Choice, True & False, Short Questions and Matching, provided that you have already uploaded those images to the Question Bank Folder of Resources.

i. To insert an image, click on the **Attach** button while creating a question.



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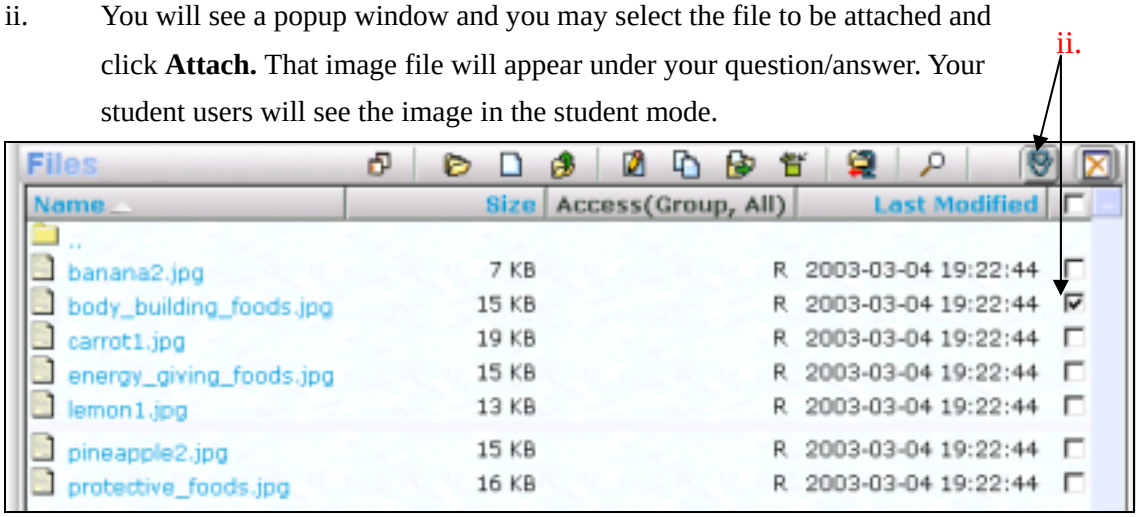
ii. You will see a popup window and you may select the file to be attached and click **Attach.** That image file will appear under your question/answer. Your student users will see the image in the student mode.

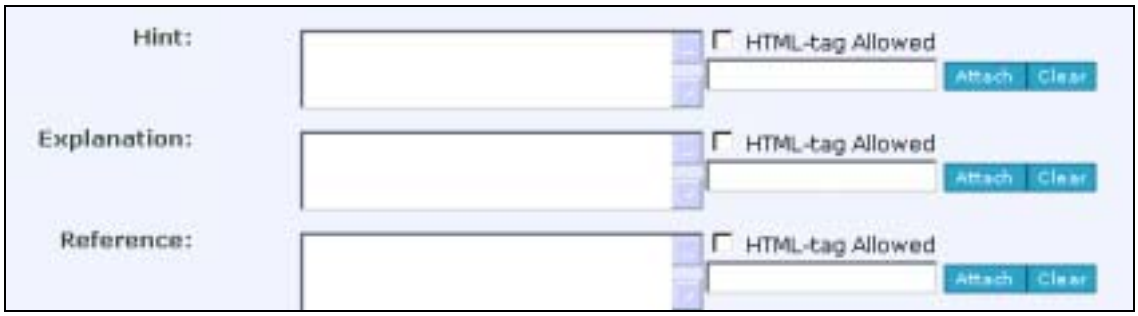


8.1.7 How to attach HTML tags?

You may add HTML tags to the questions, answers, hints, explanation and reference. Simply check the box of **HTML Tags Allowed** if you have used HTML.

8.1.8 What are Hints, Explanation and Reference?

eClass gives you lots of flexibility in creating your questions. It allows you to give some help to your student users without the need to going through the questions with them. You can find that every question you create can be followed by the text boxes of Hints, Explanation and Reference. *Hints* is supposed to be a few words encouraging and helping the students out while they are working on the question. *Explanation* can serve as a marking scheme ,and *Reference*, on the other hand, is there for you to add some supplementary files.



While working on the question, students will see the your Hints but not the Explanation or Reference.

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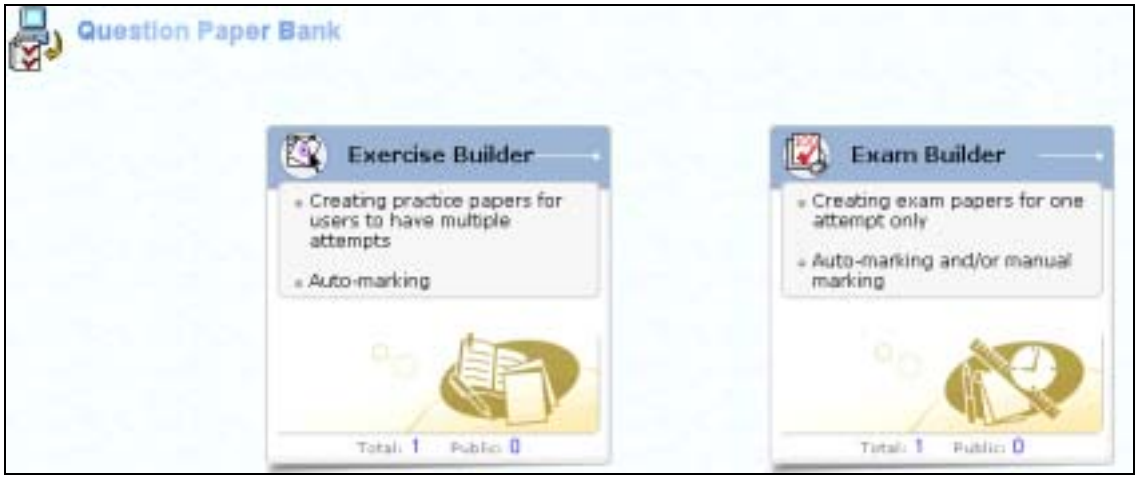
Question 5:
demo
What's the best name for this dish? (1 mark)
A. Seafood Combinatio
B. Sate Beef
C. Chicken With Lychees
D. Sweet and Sour Pork
Hint: What kind of meat is it?

They won't find the Explanation or Reference until they have submitted their answer to the question.

Question 5:
demo
What's the best name for this dish? (1 mark)
A. Seafood Combinatio
B. Sate Beef
C. Chicken With Lychees
D. Sweet and Sour Pork
Hint: What kind of meat is it?
Explanation: It's a dish of pork with sweet sauce.
Reference: Please refer to 'Delicious Dishes' P.132.

8.2 Question Paper Bank

This Question Paper Bank helps you create exercises and exam for students. Students may do the same exercise more than once, but for exam paper, they can only attempt once. All the exercises you created using the Exercise Builder will be available in *Assessment>Exercise* for student users to access, while all the exam papers you created using this Exam Builder will be available in *Assessment>Exam* for student users to access


Question Paper Bank
Exercise Builder
Creating practice papers for users to have multiple attempts
Auto-marking
Total: 1 Public: 0
Exam Builder
Creating exam papers for one attempt only
Auto-marking and/or manual marking
Total: 1 Public: 0

TIPS: The steps of creating an exercise and an exam paper are the same.

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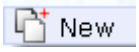
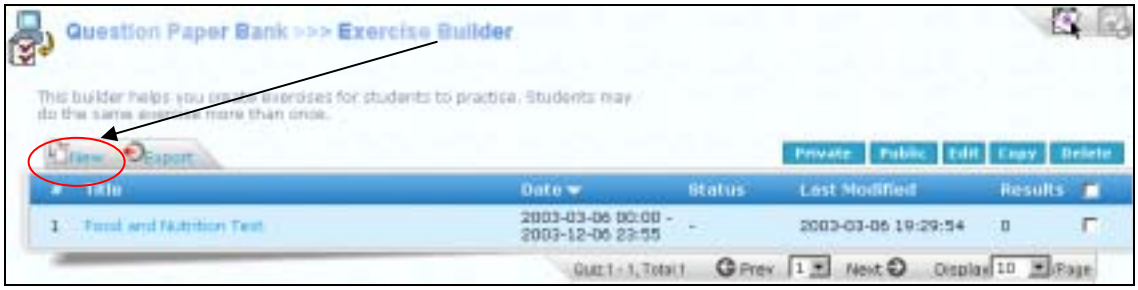
8.2.1 How to create a New Exercise?

Creating an exercise involves three parts: giving instruction, adding questions, fine tuning the details.

8.2.1.1 Giving instruction

i. In Exercise Builder, click **New** 



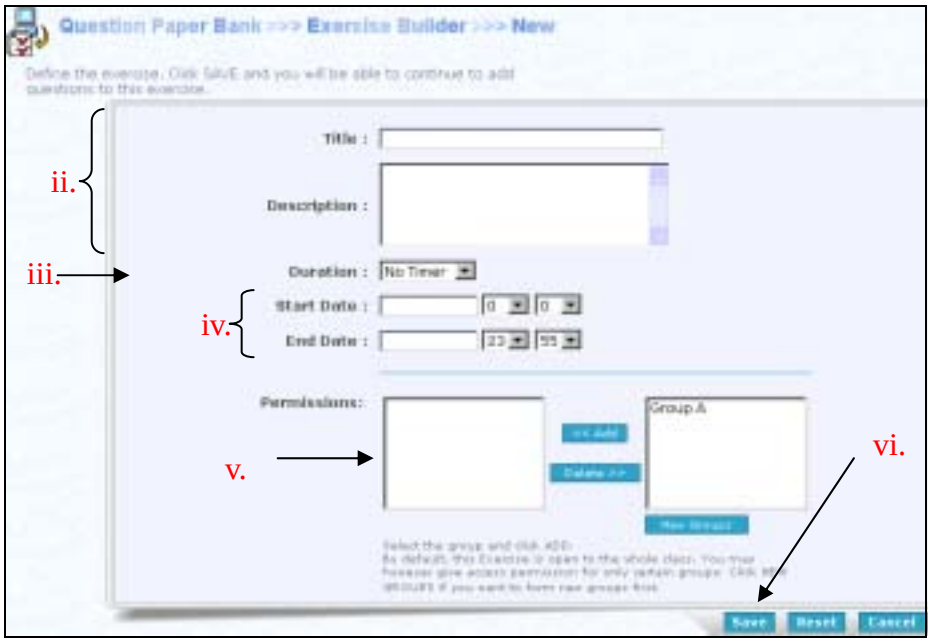
ii. Enter the **Title** and **Description.** The description can be the exercise instruction.

iii. Choose the **Duration.** This serves as a timer. Once you set the time for the exercise, the student needs to finish it within the time limit. The exercise will close when the time is up.

iv. Enter the **Start Date** and **End Date** of the exercise. After the End Date, students can't access the exercise again.

v. Assign Permission to certain group(s). If you want to create a new group, click New Groups.

vi. Click **Save** when you have finished with the instruction.



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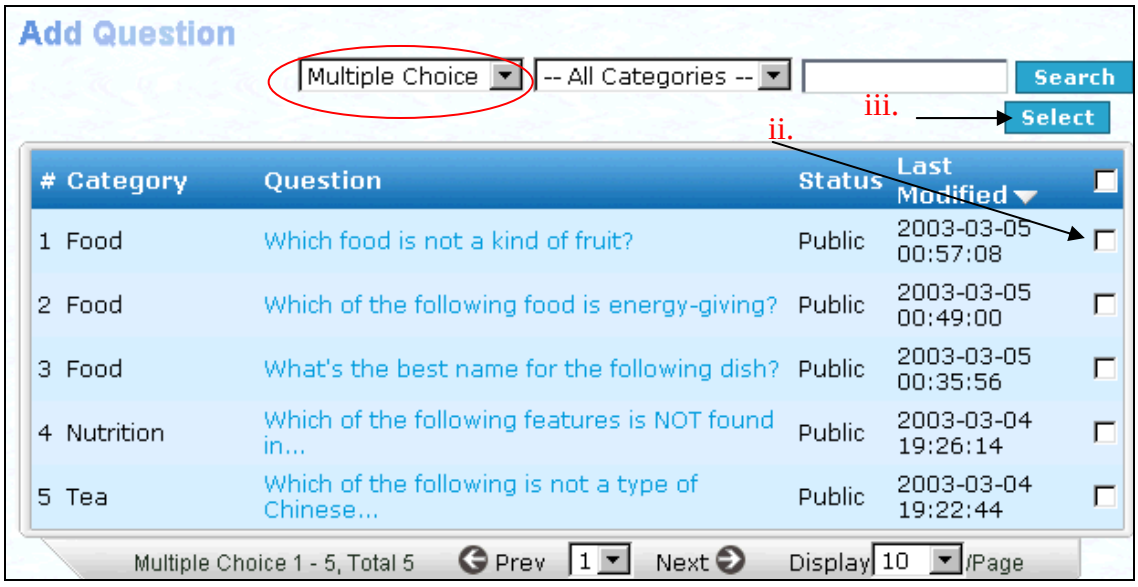
8.2.1.2 Adding questions

i. You will start adding questions to your exercise. Click **Add Question**

Title : Food and Nutrition Test
Description: This is to test how much you have learned
Duration: 15 mins. Start Date: 2003-03-06 00:00 End Date: 2003-12-06 23:55
Edit
Add Question
Swap
Delete
Question Type Mark
1 How many units of fruit should we eat everyday? Multiple Choice 5
2 Whose is the kind of food in the picture for? Multiple Choice 5

ii. In the pop-up window, check the boxes of the questions which you want to add. By default, you'll see the Multiple-Choice questions first. You may switch to other types of question using the drop-down menu at the top.

iii. Click **Select** and the questions will go to the exercise. You may continue adding questions until you have finished. Close the window.


Add Question
Multiple Choice
-- All Categories --
Search
iii.
Select
ii.
Category Question Status Last Modified
1 Food Which food is not a kind of fruit? Public 2003-03-05 00:57:08
2 Food Which of the following food is energy-giving? Public 2003-03-05 00:49:00
3 Food What's the best name for the following dish? Public 2003-03-05 00:35:56
4 Nutrition Which of the following features is NOT found in... Public 2003-03-04 19:26:14
5 Tea Which of the following is not a type of Chinese... Public 2003-03-04 19:22:44
Multiple Choice 1 - 5, Total 5
Prev
1
Next
Display 10 /Page

iv. You may leave your exercise like what it is now and its status is Private.

8.2.2 How to edit an Exercise?

You may edit the Exercise Instruction part. But the changes of the exercise questions and the details will delete the existing assessment records if the exercise has been published and attempted by student users already.

i. Check the box of the intended exercise and click **Edit**.

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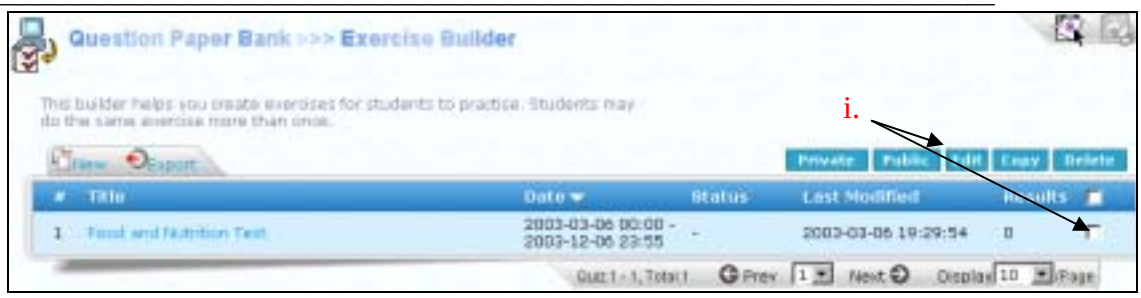


ii. You will see the exercise instruction. If you want to edit it only, click the **Edit** button. But if you intend to make changes of the questions or other details, click **Continue** to edit.

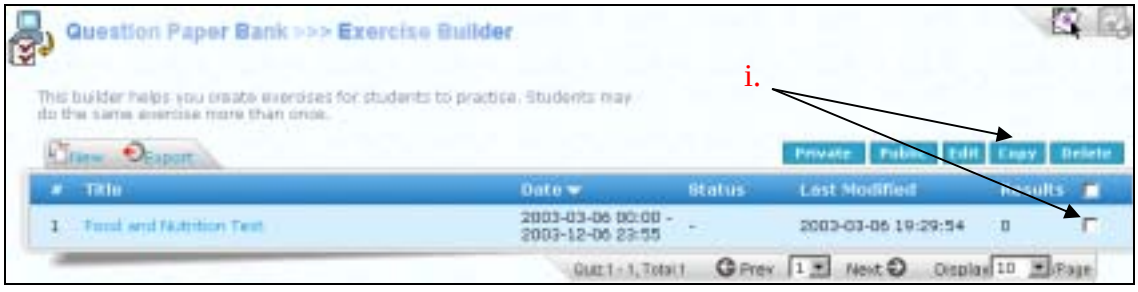
iii. Modify the content.

iv. Click **Preview** or **Save** when you have finished.

8.2.3 How to copy an Exercise?

i. Check the box of the intended exercise and click **Copy.**

ii. The intended exercise will be duplicated.



8.2.4 How to delete an Exercise?

i. Check the box of the intended exercise and click **Delete.**

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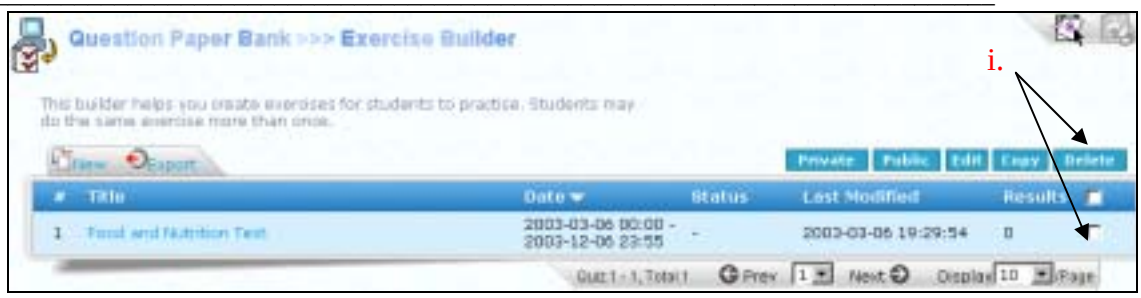
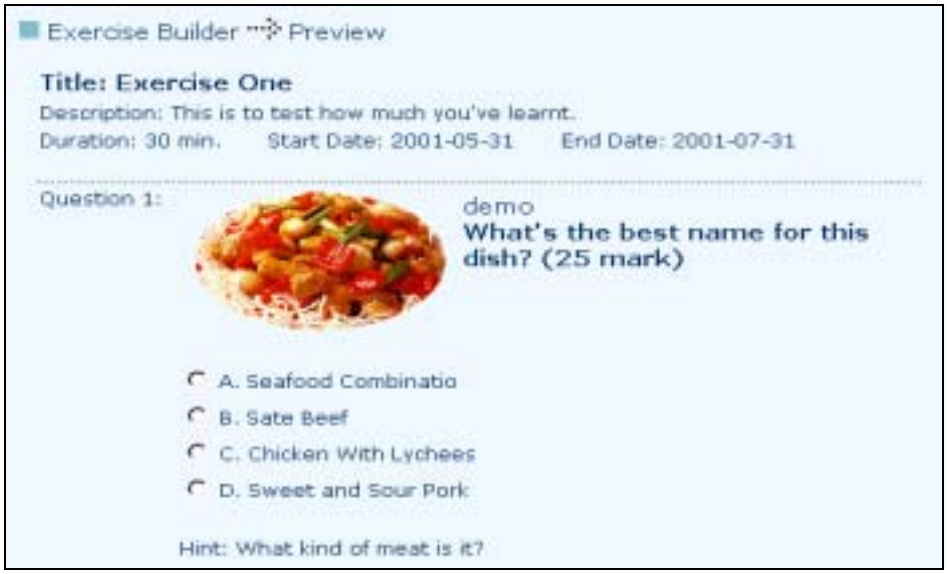


8.2.5 Where to view the Exercise?

Click on the exercise title on the Exercise Builder page and you will see the exercise instruction and its questions in a pop-up window.


Exercise Builder >>> Preview
Title: Exercise One
Description: This is to test how much you've learnt.
Duration: 30 min.
Start Date: 2001-05-31
End Date: 2001-07-31
Question 1:
demo
What's the best name for this dish? (25 mark)
A. Seafood Combinatio
B. Sate Beef
C. Chicken With Lychees
D. Sweet and Sour Pork
Hint: What kind of meat is it?

8.2.6 Where to find out the Student's Results?

i. If the exercise has been attempted, you may click on the **Results** of the intended exercise.

ii. In the pop up window, you will see who have attempted the exercise and the results. You may click on the individual user's name to find out what exactly he/she has done with the exercise.

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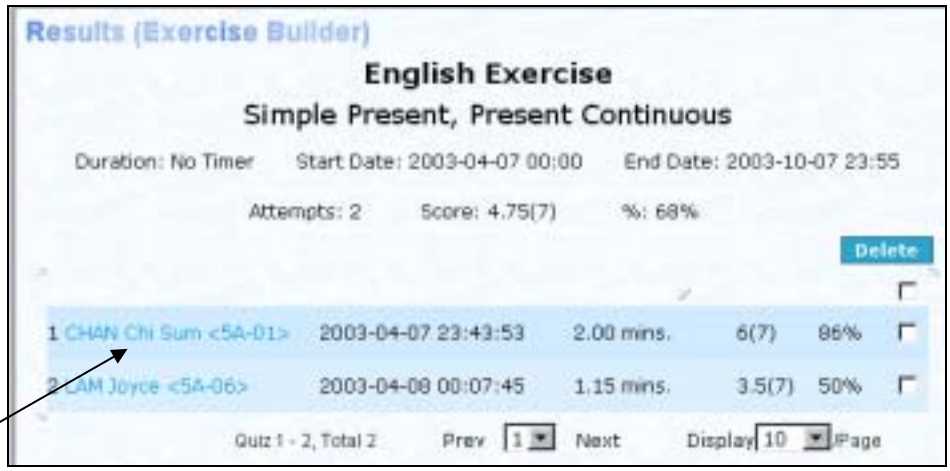
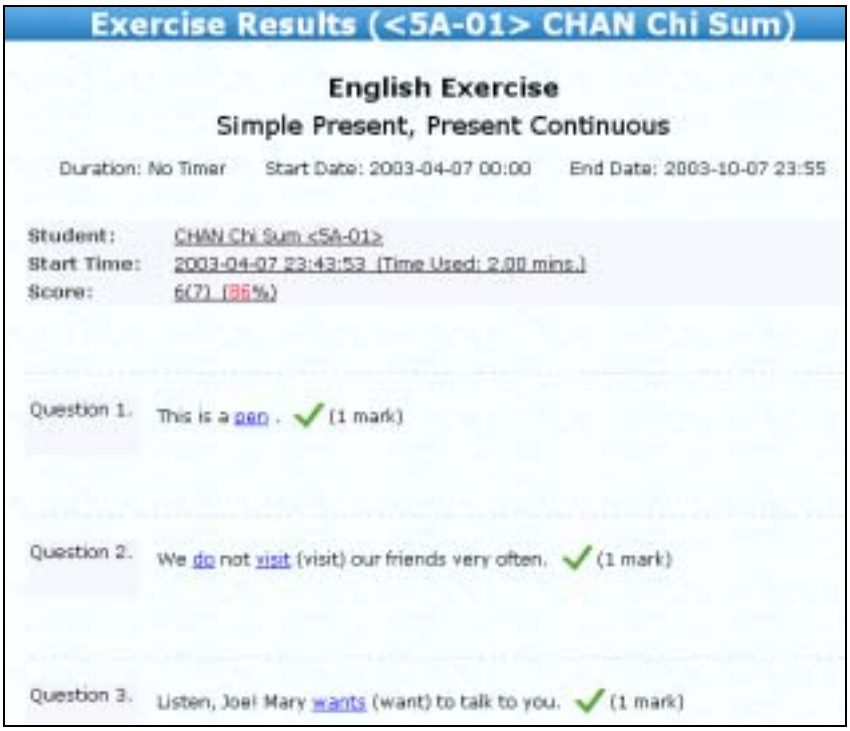
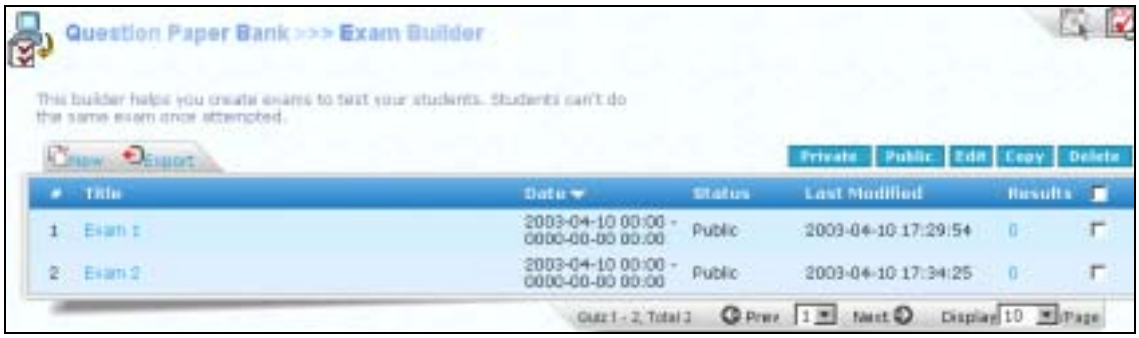


ii.


Exercise Results (<5A-01> CHAN Chi Sum)
English Exercise
Simple Present, Present Continuous
Duration: No Timer
Start Date: 2003-04-07 00:00
End Date: 2003-10-07 23:55
Student:
CHAN Chi Sum <5A-01>
Start Time:
2003-04-07 23:43:53 (Time Used: 2.00 mins.)
Score:
6(7) (86%)
Question 1.
This is a pen . (1 mark)
Question 2.
We do not visit (visit) our friends very often. (1 mark)
Question 3.
Listen, Joe! Mary wants (want) to talk to you. (1 mark)

8.2.7 How to create a New Exam paper?

Creating an exam paper involves three parts: giving instruction, adding questions, fine tuning the details. Refer to 8.2.1 to 8.2.6 for reference.



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9 Social Corner

9.1 Bulletin

This is the area for you to communicate with other users of this eClass room.

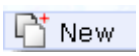
9.1.1 What are the components in Bulletin?

Bulletin consists of Forum, Message, Response and Chat room. In order to have better organization, different *forums* can be created for different topics or for different user groups. Only the Teacher and the Assistant users can create *forums* and have the option to give access permission to the whole class or to a certain user groups. You need to create a *forum* before students are able to post their messages.

Messages and *Responses* provide the content for forum. The real discussion begins when either you or a student posts a *message* to a forum. If you respond or reply to a posted message, that is a *response*. If you start a new topic within the overall subject of the forum, that is a *message*.

Chat room provide a real time discussion channel for students. You may open a chat room under each forum.

9.1.2 How to Create a New Forum?

i. To create a new forum, on the Bulletin page, click **New** 

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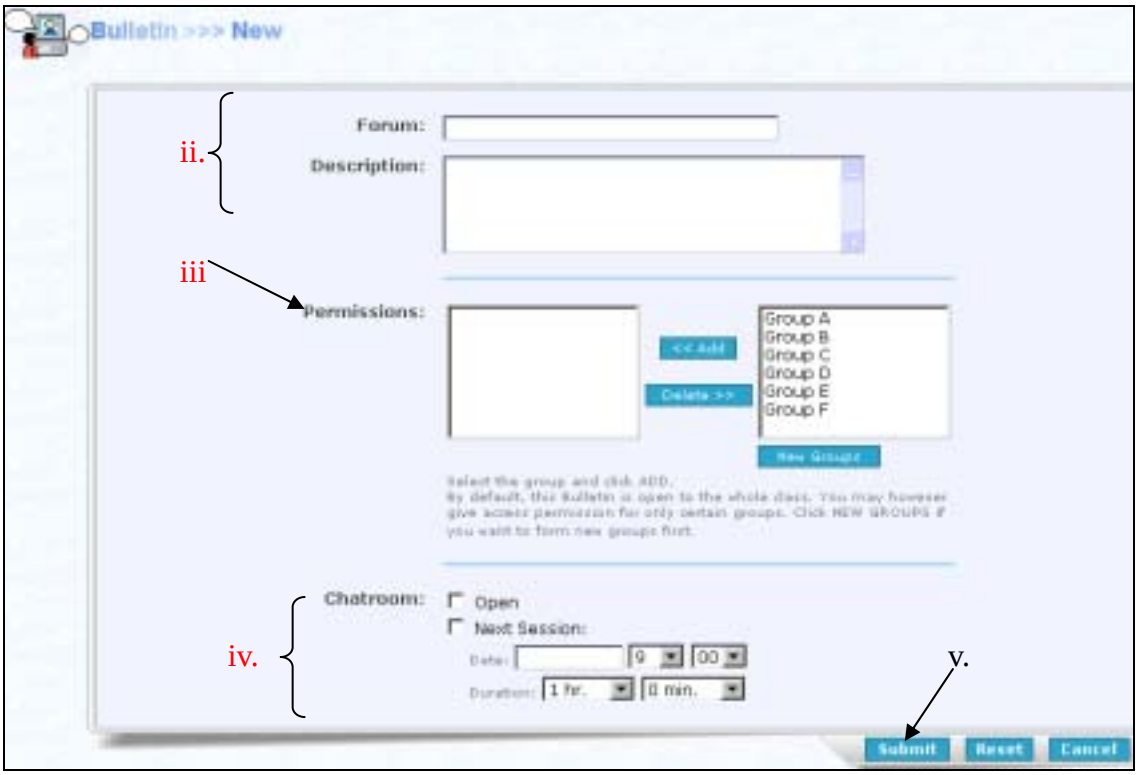
ii. Enter the Forum's Name and its Description.



iii. By default, the forum is open to the whole class. You may however give access permission for only certain groups. Click the group in the right box and click **Add**. Click **New Groups** if you want to form new groups first.

iv. Click open to create a chatroom for students. By default, the chat room is open at anytime, you may however define the chat room session by checking the **Next Session** box, then enter the **Date** and **Duration**.

v. Click **Submit** when you have finished.

TIPS: You may think about creating a different forum for different groups so as to give them some group privacy. This is especially useful if they need to discuss their project work and do not want to let other groups know what they have come up with.

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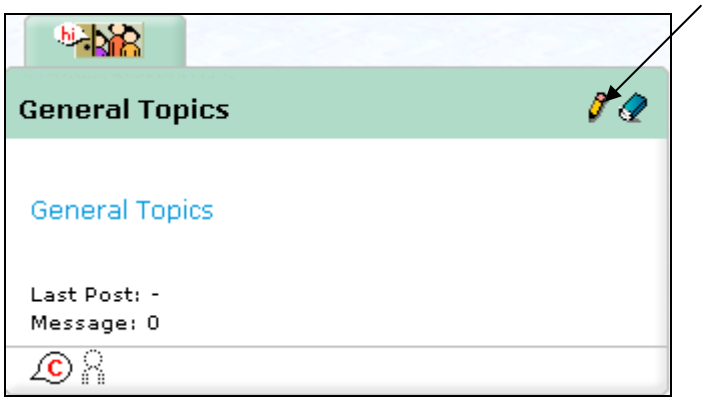
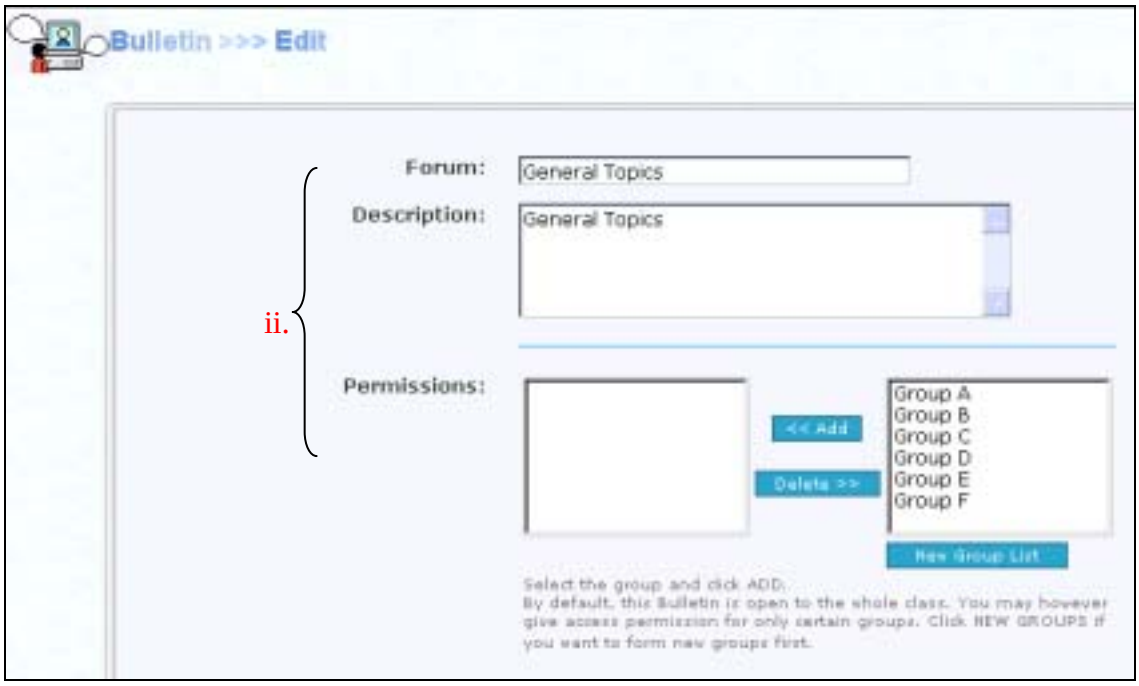
9.1.3 How to Edit a Forum?

i. To edit a forum, click edit of the forum to be edited.

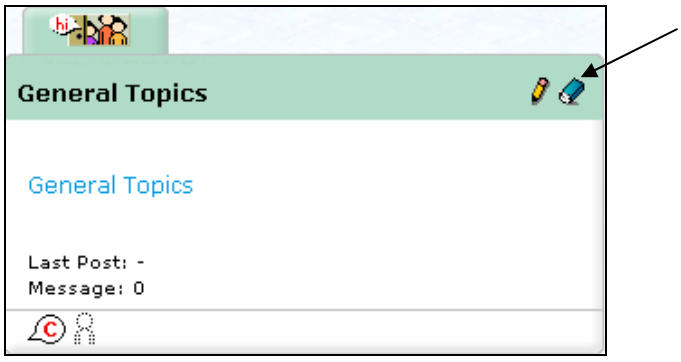


ii. Make the necessary changes and click **Save**



9.1.4 How to Delete a Forum?

To delete a Forum, click delete of the forum to be deleted and click **Delete**



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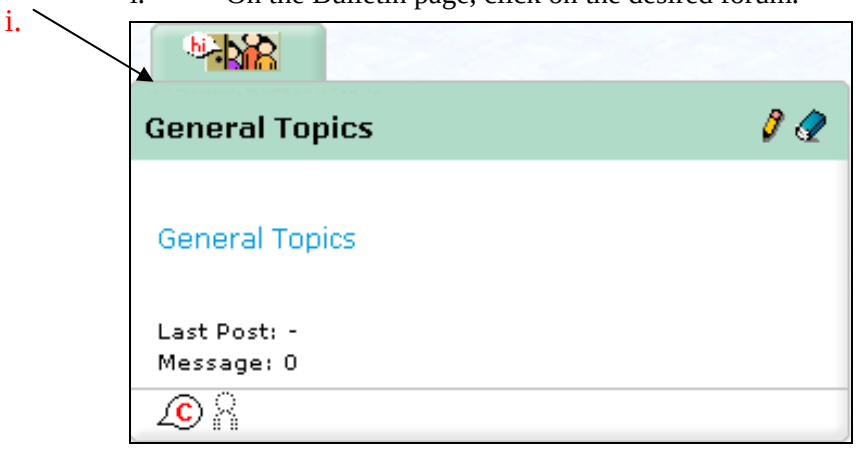
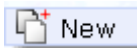
9.1.5 How to Post a new Message in a forum?

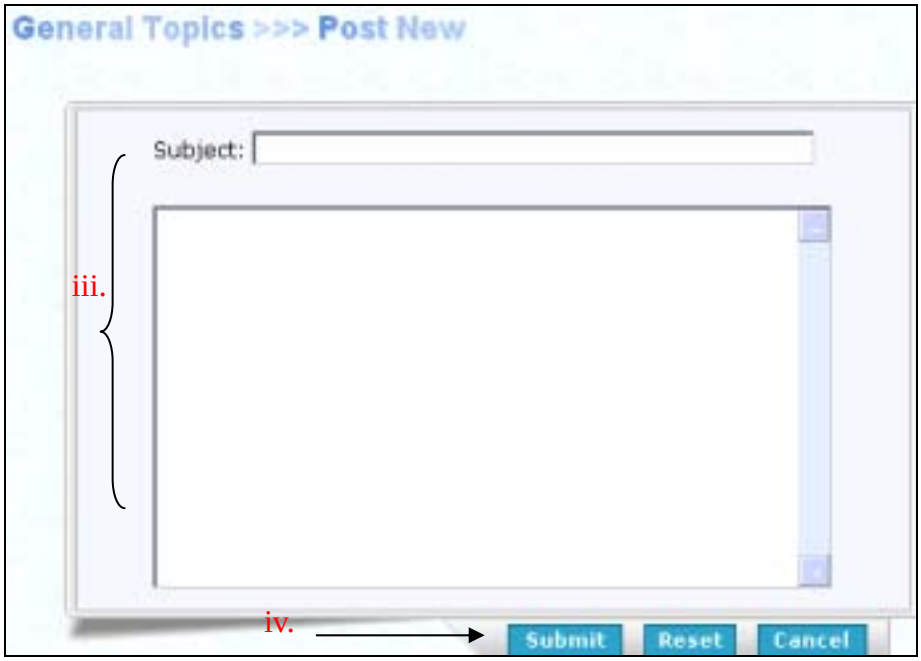
i. On the Bulletin page, click on the desired forum.



ii. Click **Post New** 

iii. Enter the Subject and Content in the space provided.

iv. Click **Submit.**



9.1.6 How to Reply/Respond to a message?

i. On the forum page, click on the message topic that interests you.

ii. indicated that there are multiple messages under this topics.

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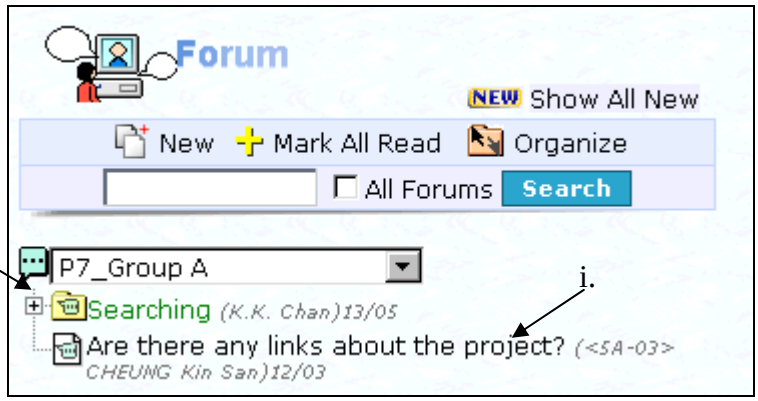


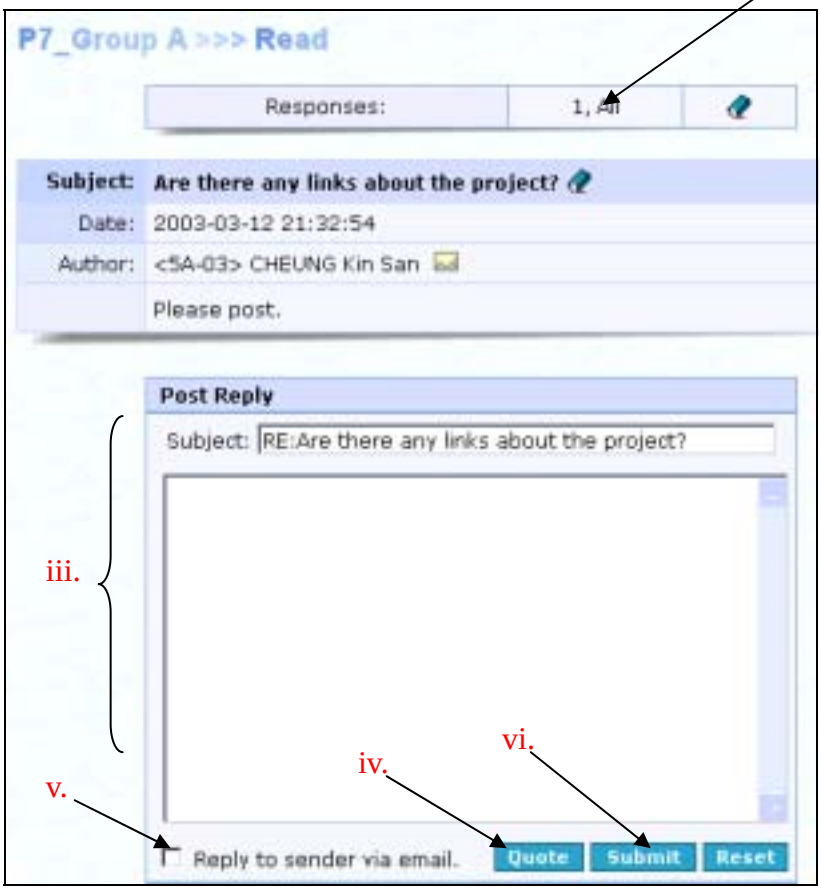
iii. Click **All** in the Response line to read the previous posted responses first.

iv. Post your response by entering your message in the space provided at the bottom.

v. Click **Quote** if you want to include the message you are responding to.

vi. Check **Reply to sender via email** if you want to make sure the writer of the message will read your response.

vii. Click **Submit** when you have finished.



9.1.7 How to Move a Message from a forum to another forum?

i On the Bulletin page, click on the desired forum.

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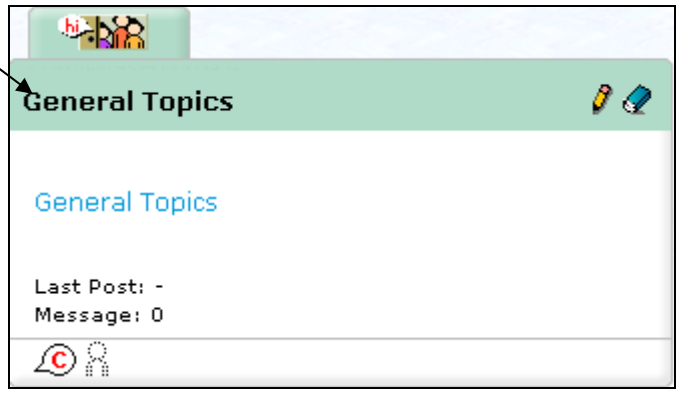
i.



ii. Click on Organzie.

ii.

iii. Select the forum in the drop menu box, that you like this message go to.

ii.

iv. Click **Move to** when you have finished.

iv.

9.1.8 How to Delete a Message?

Check the box of the message to be deleted and click **Delete.**

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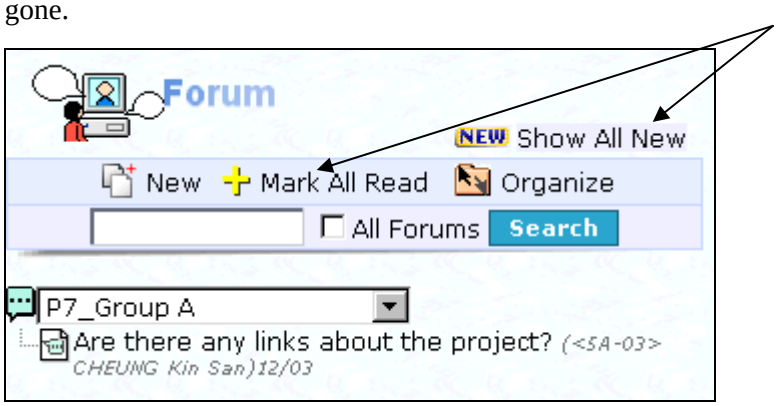
9.1.9 How to get rid of the 'New' icon ?

When there is an unread message, it is marked by a 'New' icon NEW. After reading the message, you will find the icon disappear. If you want to mark all the *message read* without reading them one by one, you can click on NEW Show All New and **Mark All Read**. All the 'New' icons for the unread messages or responses will be gone.



9.1.10 How to enter into Chat Room and start chatting?

i On the Bulletin page, click on the chat room icon under a desired forum. A colored chat room icon means there is another user inside the chat room.

TIPS: You may consider asking your students to have group discussion during a lesson. Creating different chat rooms for different groups can give each group a real chance to share with one another their ideas, without getting lost in a big chatroom of 40 students.

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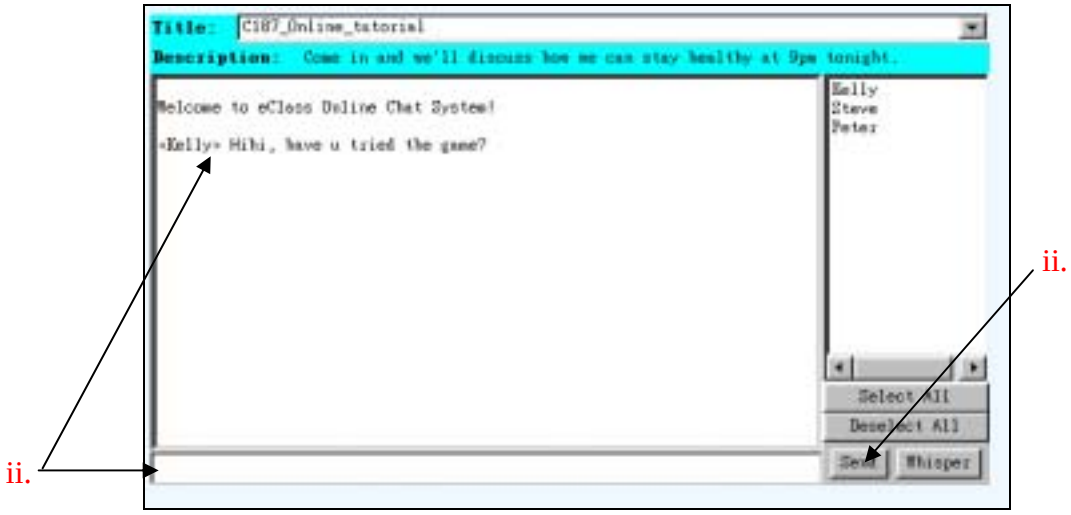
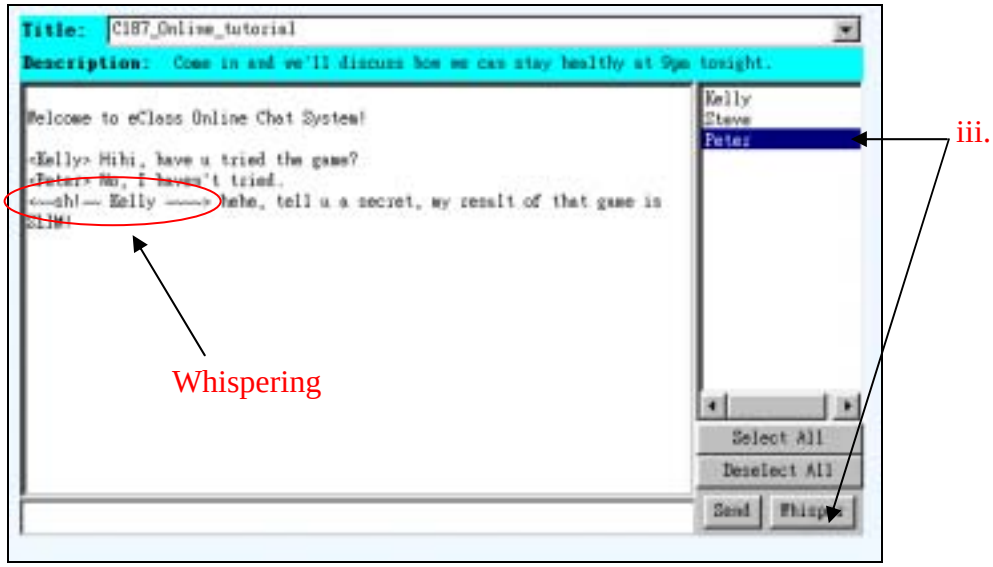
ii You will see a chatroom with its name at the top and other users (if they also have entered this chatroom) in the right frame. Type in what you want to say in the text box at the bottom and click **Send**. You will see you message in the display area of the chatroom.



iii If you just want to talk to one particular person and do not want to disclose your chat message to other people in this chatroom, you can use the whisper function. Select that person's name from the namelist on the right. Type your message and click **Whisper.** Only that selected person can see what you wrote to him. You can also whisper to more than one person.



iv If you want to talk to all people again, just click **Send**.

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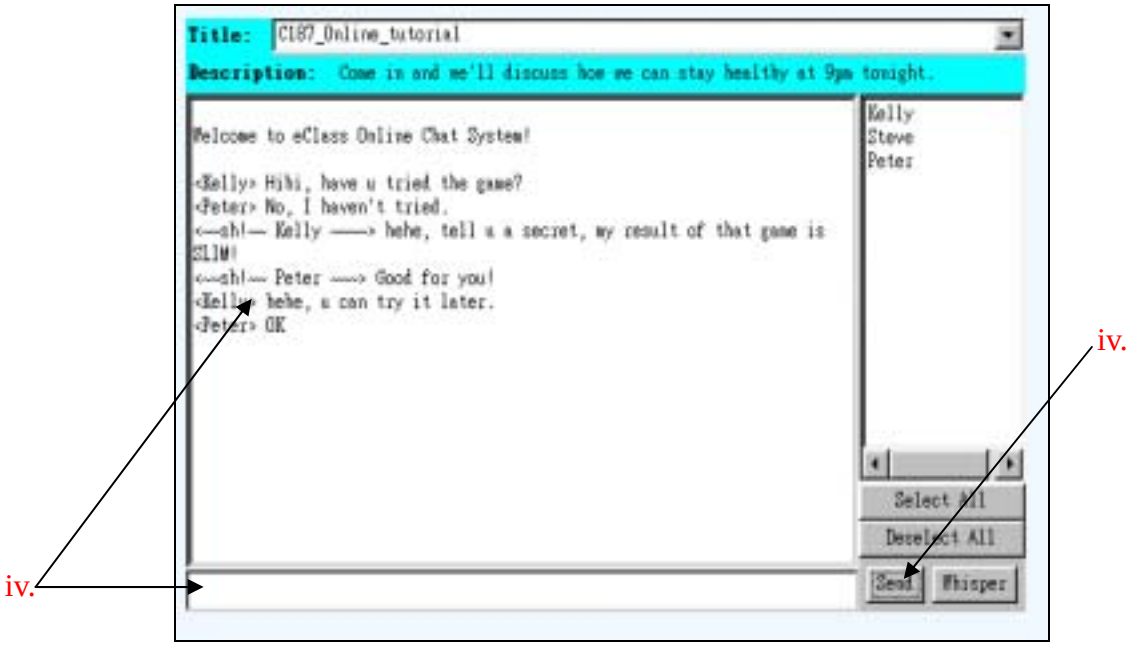

9.1.10 How to Edit a Chat Room?

Please refer to 9.1.3 for reference.

9.1.11 How to Delete a Chat Room?

Please refer to 9.1.4 for reference.

9.2 Directory

The Directory allows all the users of the same eClass room to contact each other and to know more about each other.

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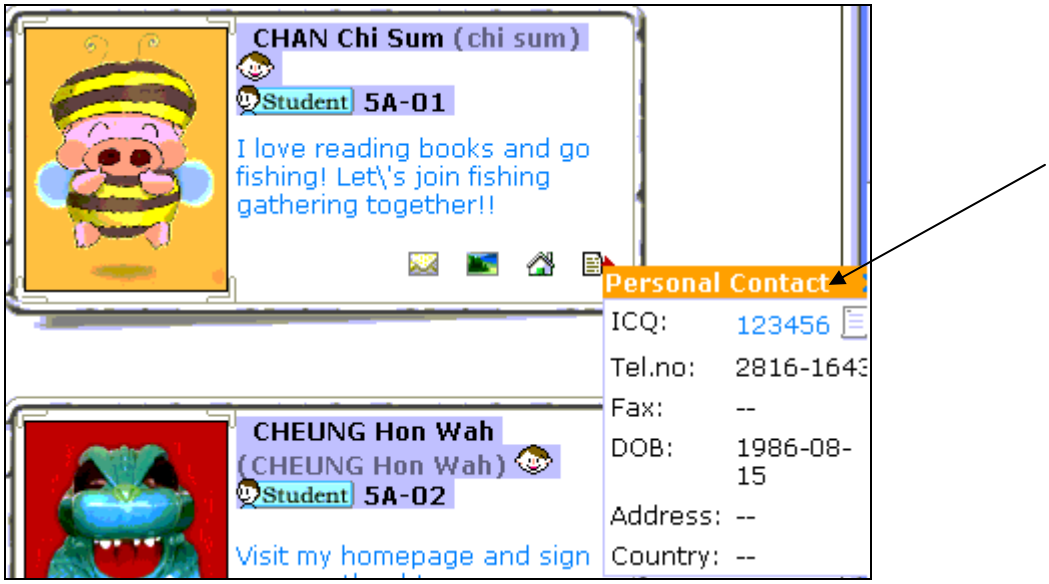
9.2.1 How to read user's personal information?

To read user's detail information, highlight the button. You will see a mouse over window on the left with further information given by the user.



9.2.2 How to check out user's personal home page?

To check out user's personal home page, click on the icon.

9.2.3 How to read Photo Album?

To read user's Photo Album, click on the icon.

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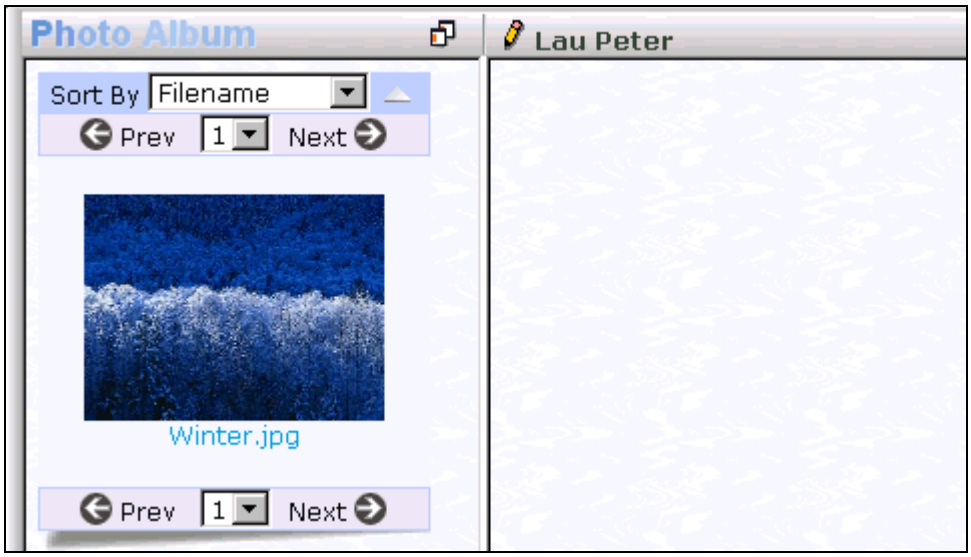

9.2.4 How to contact each other by email?

9.2.1.1 Send email to all user

To contact each other, users may click on the email icon under Directory. By default, the email is to be sent to all users (who are highlighted). You may however click on the names of the recipient in *To*. You will find those names being selected are highlighted. Write a subject line in the *Subject* field and your message in the space provided. When you finish, click **Send**.

9.2.1.2 Send email to single user

To contact a single user, users may click on the email icon under the directory box of each user.

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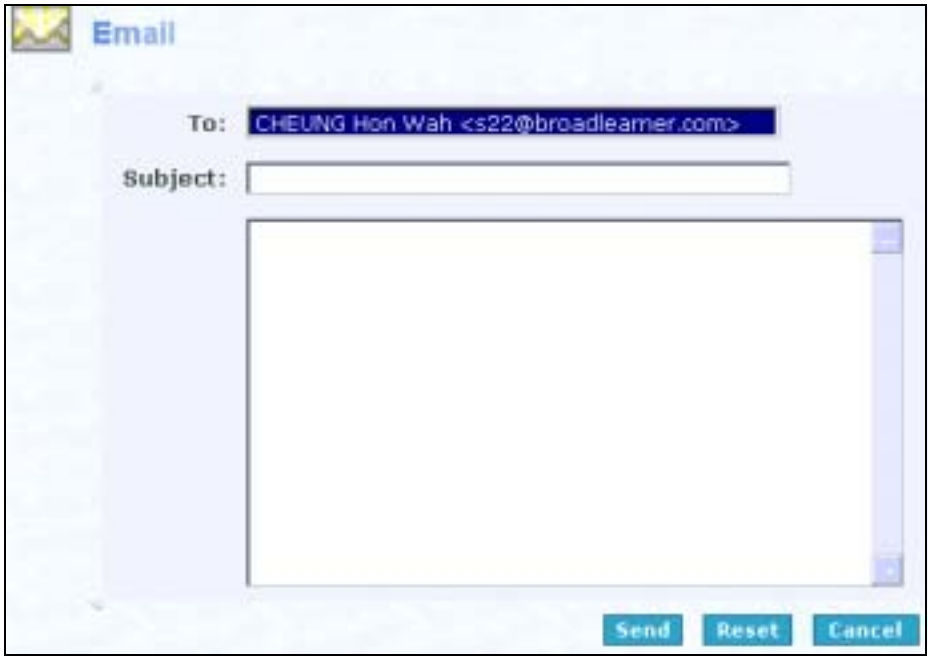
Enter the subject and the contents, click **Send** when you have finished.



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